

# Pittsford Schools

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Rebecca Hyatt  
Payroll Supervisor

**TO: All School District Employees**

**FROM: Rebecca Hyatt, Payroll Supervisor**

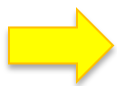
**RE: Flexible Spending Open Enrollment**

**DATE: October 28, 2024**

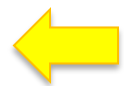
A Flexible Spending Account allows an employee to put aside money through payroll deduction, tax-free, to cover health, dental and childcare expenses not covered under other insurance plans. If you choose to participate in the program, it is essential that you budget very carefully. The Internal Revenue Service requires that money left in your account is forfeited, commonly known as the “use it or lose it” provision. Use cycles for these accounts run January 1-December 31.

It is mandatory, by IRS regulation, for every employee who wishes to participate in the medical reimbursement and/or dependent care portion of our flexible benefits program, to fill out an enrollment form. In order for deductions to be taken, you must designate the amounts to be withheld.

- The ANNUAL MAXIMUM MEDICAL REIMBURSEMENT EXPENSE for the district is **\$3,300** for the 2025 calendar year.
- The ANNUAL MAXIMUM DEPENDENT CARE EXPENSE is **\$5,000.00** (if single or if married and filing jointly) or **\$2,500.00** (if married and filing separately).
- The ANNUAL FEE to the employee for this plan will be **\$57**. For those employees in certain bargaining units, the district will cover the cost of the plan. Please refer to your contract for this information.



***Please note: Even if you participated in the plan during the 2024 calendar year, you must re-enroll for the 2025 calendar year.***



If you are interested in participating in the plan during the 2025 calendar year, please complete the Enrollment **online** at <https://participant.briweb.com/login> beginning November 1, 2024 and no later than **November 25, 2024**. **Paper enrollment forms will not be accepted.**

More information is also available on the BRI website: [www.benefitresource.com](http://www.benefitresource.com)

Company Code = pittscsd  
Member ID = Your social security number  
Password = Your zip code, then change once logged in  
Login problems? Call Participant Services at 1-800-473-9595