

Pittsford Schools

Administrative Offices
75 Barker Road - East Wing
Pittsford, NY 14534
585.267.1044
Fax: 585.381.9368
payroll@Pittsford.monroe.edu

Rebecca Hyatt
Payroll Supervisor

TO: All School District Employees

FROM: Rebecca Hyatt, Payroll Supervisor

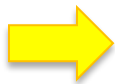
RE: Flexible Spending Open Enrollment

DATE: Monday, October 27, 2025

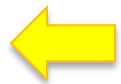
A Flexible Spending Account allows an employee to put aside money through payroll deduction, tax-free, to cover health, dental and childcare expenses not covered under other insurance plans. If you choose to participate in the program, it is essential that you budget very carefully. The Internal Revenue 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 **\$3,400** for the 2025 calendar year.
- The ANNUAL MAXIMUM DEPENDENT CARE EXPENSE is **\$7,500.00** (if single or if married and filing jointly) or **\$3,750.00** (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 2025 calendar year, you must re-enroll for the 2026 calendar year.



If you are interested in participating in the plan during the 2026 calendar year, please complete the Enrollment **online** at <https://participant.briweb.com/login> beginning November 3, 2025 and no later than **November 14, 2025**. **Paper enrollment forms will not be accepted.**

More information is also available on the BRI website: 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