

TO: Benefits-eligible Faculty and Staff

FROM: Marty Mastascusa, Human Resources

RE: 2025 Flexible Spending Account Open Enrollment

DATE: November 15, 2024

The Flexible Spending Account Open Enrollment for the January 1 December 31, 2025 Plan Year will be in effect from November 15th through December 9th. If you are planning to enroll in the dependent care spending account or medical care spending account for 2025, please go online at <http://virtual.brynmawr.edu/> and select Benefits Enrollment to complete your election. Alternatively, you may go online at <http://www.brynmawr.edu/humanresources/> and print a Flexible Spending Account Election Form, which you should then mail to Human Resources.

Flexible Spending Account elections do not carry over from one plan year into the next, so if you are a current participant and want to participate in 2025, you must re-enroll. If you are a current enrollee but are not participating in 2025, please check the box on the Flexible Spending Account Election Form or online. If you are not currently enrolled in the Flexible Spending Account and are not participating in 2025, you do not need to do anything.

The College uses a company called Inspira to administer dependent care and medical care claim payments. Reimbursement requests are sent directly to Inspira and can be done online, through the Inspira app, via fax or through the mail. Approved payments will then be disbursed by Inspira

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the FSA debit card. However, Inspira does not recommend using your medical FSA debit card for dental services, but rather recommends submitting dental claims using one of the methods described above.

The Flexible Spending Account Plan has a grace period that runs from January 1 through March 15 in the year following the year of participation. Eligible services incurred during the grace period can be reimbursed from the prior year plan balance. If you are a 2024 plan participant, eligible services must be incurred from January 1, 2024 through March 15, 2025. If you are a 2025 plan participant, eligible services must be incurred from January 1, 2025 through March 15, 2026. Please make sure to exclude 2025 expenses that you expect to apply against the 2024 grace period when making your 2025