



## BENEFITS OFFICE

Division of Human Resources  
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Buffalo, New York 14202  
[www.buffaloschools.org/benefits](http://www.buffaloschools.org/benefits)

November 20, 2019

Dear Name

You are receiving this letter because you are currently enrolled in either a medical or dependent care Flexible Spending Account (FSA).

We are excited to inform you that effective January 1, 2020, the Buffalo City School District will be switching providers from Benefit Resource to **P & A Group**. You must take action and re-enroll if you wish to have your FSA account for the 2020 calendar year. There will be no adjustments to the benefits or service which you currently receive. However, there are important dates and information that you need to be aware of to assist you in the use of your account and submitting claims once the transition has taken place.

<b>Week of December 23, 2019</b>	If you re-enrolled in your FSA account for 2020, then expect to receive a plain white envelope with your new debit card from P & A Group in the mail.
<b>December 31, 2019</b>	Last day to use your Beniversal/eTRAC Card. Please destroy your card after this date. If applicable, cardholders who are having an automatic debit by their vendor must update their information to reflect the P & A Group account.
<b>December 31, 2019</b>	Last day of service eligible for claim reimbursement with Benefit Resource Inc. (BRI).
<b>January 1, 2020</b>	Begin using the debit card provided by P & A Group for your medical or dependent care purchases.
<b>February 29, 2020</b>	Deadline for submission of 2019 Claims to BRI. Claim forms can be found at <a href="http://buffaloschools.org/benefits">buffaloschools.org/benefits</a> -> Employees -> Flexible Spending Accounts. <i>If your claim was denied, you may resubmit to BRI by mail or fax only, and must be resubmitted within 21 days after this deadline.</i>
<b>March 30, 2020</b>	Reconciliation of claims process completed. No additional action will be taken on claims for purchases on or before December 31, 2019.
<b>April 2020</b>	Up to a \$500 balance for remaining 2019 medical FSA remaining will roll-over to your P & A account.

As always, Flexible Spending Account (FSA) holders must re-enroll annually during open enrollment, **November 1st – November 30th**. For more information regarding re-enrollment, please visit [buffaloschools.org/benefits](http://buffaloschools.org/benefits) and click on "*Flexible Spending and Commuter Benefits with P&A Group.*"

Sincerely,  
Benefits Department Staff

*"Putting Children & Families First to Ensure High Academic Achievement for All"*  
*The Buffalo City School District is an AA/EEO Employer*

11/20/2019