



BENEFITS OFFICE

Division of Human Resources
 Jamie Warren, Associate Superintendent
 806 City Hall, 65 Niagara Square
 Buffalo, New York 14202
www.buffaloschools.org/benefits

November 20, 2019

You are receiving this letter because you are currently enrolled in either a transit or parking Commuter Benefit Plan (CBP).

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**. The Benefits Office will transition your account to P & A Group, without any action required from the participant. 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.

Week of December 23, 2019	If you've maintained enrollment for 2020 and/or have a balance in your CBP account, then expect to receive a plain white envelope with your new debit card from P & A Group in the mail.
December 19, 2019	Last day of service eligibility & deadline for submission of 2019 claims to Benefit Resource Inc. (BRI). Claim forms can be found at buffaloschools.org/benefits -> Employees -> Commuter Benefits Plan. <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>
December 20, 2019	First day of service eligible for claim reimbursement with P & A Group. Claim reimbursement forms will be found on the District's website closer to this date
December 31, 2019	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.
December 31, 2019	Final reimbursements for claims submitted to BRI will be processed and mailed.
January 1, 2020	Begin using the debit card provided by P & A Group for your transit or parking purchases.

Should you have a balance on your CBP, these funds will be available to you effective January 1, 2020. There is no waiting period for the transition of these funds from BRI to 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