

# BRYN MAWR

COLLEGE

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 “Waive” 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 via check or direct deposit on a weekly basis. Information from Inspira describing how flexible spending accounts work and how to get reimbursed through their portal is available on their website.

New this year, medical FSA participants can use a debit card to pay for eligible expenses. Medical FSA participants should receive the card by early January.

Human Resources

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Most pharmacies and doctor's offices will be able to process your purchase using 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 election.

A detailed description of eligible and ineligible medical care expenses can be found on the Inspira website <https://inspirafinancial.com/individual/health-benefits/health-care-fsa>. You may also consult IRS Publication 502, Medical and Dental Expenses and IRS Publication 503, Child and Dependent Care Expenses. These publications can be found on the IRS website, [www.irs.gov](http://www.irs.gov). Please note that while insurance premiums are listed in Publication 502, they are only reimbursable if you are declaring medical expenses on your Form 1040 Schedule A. Insurance premiums are not reimbursable through a flexible spending account.

If you are enrolled in HDHP HSA, you cannot enroll in the medical care spending account. Your HSA election is not tied to the Flexible Spending Account Open Enrollment deadline and you may change this amount at any time by completing an HSA Contribution Form.

If you have any questions regarding your enrollment in the Flexible Spending Account, please contact Human Resources by December 6, 2024. Once the plan year begins on January 1, it will be too late to enroll in 2025, as changes are not permitted after that date (except for life/qualifying events).

Please contact Kaitlin Mahon ([kmahon1@brynmawr.edu](mailto:kmahon1@brynmawr.edu) or x5219) if you have any questions.

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