

The King's Academy

FSA and CBP Plan Guide Sheet

FSA Plan Year October 1 through September 30

Semi-Monthly Payroll (24 deductions)

- Administered by Benefit Resource in Rochester, New York
- Flexible Spending Account (FSA) – Employee Funded Account
- 2.5 Months Grace Period = Active employees have through December 15 to incur expenses and through January 31 to submit for reimbursements (debit card available for health FSA services and purchases)
- Run Out Periods: 90 days to submit claims for services rendered during plan year
- (800) 473-9595, Monday – Friday (8 am – 8 pm Eastern Time), participantservices@benefitresource.com



Health FSA
Only

Health FSA &
Dep. Care FSA

Health FSA
Dep. Care FSA

Checks to Homes

www.benefitresource.com/shop-fsa/

Health FSA Medical: (max \$2,550 per annual election per plan year; prorated)

- Medical, dental, vision, hospital, lab, co-pays, and deductibles
- OTC = Over the counter FSA eligible non drug items, OTC drugs/medicines require Rx
- Beniversal debit cards will have participant's name on both primary and secondary cards

Dependent Child/Adult Care: (max \$5,000 per household / \$2,500 head of the household prorated)

- For day time care or day camps for children ages 12 years old and under or elder care
- Employee must send Benefit Resource a claim form with receipts for day care expenses
- Reimbursements will be made on a per pay period basis as this is not an advanced account
- Reimbursements will be direct deposit and checks to homes

Commuter Benefit Plan -CBP: (Monthly Mass Transit Max \$255 / Monthly Qualified Parking Max \$255)

- For mass transit claims starting 1/1/16, you must use the Beniversal debit card for payment; check reimbursement will not be allowed for this benefit (exception of van pool expenses and qualified parking)
- Fax CBP claims to BRI at (585) 427-9340 or submit on their website www.benefitresource.com (800) 473-9595, Monday – Friday (8 am – 8 pm Eastern Time), participantservices@benefitresource.com
- Reimbursements for non-card usage will be made on a weekly basis (this is not an advanced account)

Submit a Claim

For manual claim submission, you can submit a claim with your itemized receipt or supporting documentation. Claims can be submitted:

- Online at www.BenefitResource.com

Once logged in to your account, go to the FSA/HRA tab and select Submit Online Claim. Follow the on screen instructions.

- Through the BRiMobile app

Download the BRiMobile app from the Apple App Store or Google Play.

- By faxing/mailling a claim form

Claim forms can be downloaded and printed from www.BenefitResource.com.

Reimbursements are paid weekly. To receive your reimbursements by direct deposit, please log into www.BenefitResource.com and set up your direct deposit account information.

Contact Participant Services

Participant Services is available to assist with your questions by phone, chat and email. Representatives are available in English and Spanish.

Phone: (800) 473-9595, Monday - Friday, 8am - 8pm (Eastern Time)

Email: ParticipantServices@BenefitResource.com

Live Chat: Available through the participant login at www.BenefitResource.com, Monday - Friday, 8am - 5pm (Eastern Time).