



INTEROFFICE MEMO

Human Resources Division
Benefits and Risk Management
Sockwell Center

To: PISD Employee

From: Benefits & Risk Management Department

Date: 6/17/2020

Subject: Temporary Changes to Flexible Spending Account Rules

In view of the impact of the recent pandemic, the IRS recently announced some guidelines for temporary rule changes for Flexible Spending Accounts (FSA), and PISD has chosen to amend our flexible benefit plan document to include the two provisions described below.

Extra Time to Spend FSA Funds (for accounts active as of August 31, 2020)

During the last few months, some people have had to cancel their planned surgeries, other medical or dental treatment, or dependent day care services, which they were planning to claim from their FSA. Taking this into consideration, the new guidelines allow some extra time to spend your FSA funds. What does this mean? For your current 2019-2020 account, normally the last day to receive services that can be reimbursed under the account would be August 31, 2020 (the last day of the plan year). This period will be extended to December 31, 2020.

Your flex card will continue to use the funds remaining in your 2019-2020 account until those funds are depleted or until December 31, 2020, whichever is earlier. It will then switch to using the funds in your 2020-2021 account, if you re-enrolled.

Claims can also be submitted by mail, email, fax, or online (when registering online, use employer ID FBAPISD). Claim forms are available on our [web site](#). Remember to file all claims as quickly as possible, especially during this extension period. You have 90 days to file a claim to Flexible Benefit Administrators.

Temporary Changes to Flexible Spending Account Rules, continued

A couple other things to keep in mind:

- 1) If you are planning to re-enroll in an FSA for 2020-2021, you may need to adjust your calculation of how much money you put in the new account. Consider how much of your expenses for September through December will actually be reimbursed from your 2019-2020 account, so you don't put too much into your 2020-2021 account.
- 2) If you are planning to switch from a general health care FSA to a Health Savings Account for 2020-2021, you must spend all the money in your general health care FSA before you can start a Health Savings Account.

Mid-Year Election Changes

In addition to having more time to use your FSA funds, you will also have the option to add, cancel, increase, or decrease your FSA election. This provision will be available until December 31, 2020.

If you choose to cancel or decrease your FSA election, you cannot decrease it below what has already been withheld from your paycheck or below what you have already claimed.

To request a mid-year election change, please contact the PISD benefits department at benefits@pisd.edu or (469)752-8138.

If you have any questions about these provisions, you may contact Flexible Benefit Administrators at 1-800-437-3539 or flexdivision@flex-admin.com, or contact the PISD benefits department at benefits@pisd.edu or (469)752-8138.

Thank you.