

Linden Board of Education
Flexible Spending Account Plan (FSA) with Beniversal Debit Card
Provided by Benefit Resource, Inc. (BRI)

Get Information

Benefit Resource, Inc. (BRI) provides you with a variety of resources for accessing your account 24 hours a day, 365 days a year:

- **Secure website (www.BenefitResource.com):** Lets you access account activity, plan documentation, online claim submissions, forms and more!

From www.BenefitResource.com, click *Participants* under *Secure Login*.

At the *Participant Login* page, enter:

- **Company Code:** [lindenboe](#)
 - **Member ID:** SSN
 - **Initial Password:** 5 digit home zip code (you will be prompted to change the password upon initial login)
- **QuickBalance:** Provides instant access to account balance information:
 - phone: (888) 99MYBAL
 - web: www.BRIWEB.mobi
 - **BRI Mobile app:** Allows smartphone users to have account access and to submit claims.

Our **Participant Services Department** is also available:

- (800) 473-9595, Monday - Friday, 8am - 8pm (Eastern Time)
- participantservices@BenefitResource.com
- Live Chat via www.BenefitResource.com, Monday - Friday, 8am - 5pm (Eastern Time) (*available with participant login*)

Claim reimbursements - Complete your claim following all instructions.

- Claim reimbursements will be processed each Wednesday.
- Your completed claim form and the required documentation must be received by Benefit Resource at least 5 business days prior to the processing day.
- There is a minimum reimbursement amount of \$15 (except during the run-out after the end of the Plan Year).
- A claim should never be submitted for an expense that has been paid for with a Beniversal Card or reimbursed from any other source.

Claim submission timeframes

- Don't forget – if you participated in the FSA this year, all claims must be received by Benefit Resource, Inc. before the end of the 60 day run-out after the Plan Year ends.
- Claims denied during the run-out may be resubmitted, but must be received by Benefit Resource within 21 days after the run-out ends.
- Any funds over the \$500 roll-over allowance remaining in your Medical or Dependent Care FSA will be forfeited. Up to \$500 can be rolled over from the prior plan year. Roll-over of remaining funds (up to \$500) occur automatically after the end of the 60 day grace period and BRI reconciliation after the end of each plan year.

Beniversal Card for Medical FSA

- The Beniversal Card allows you to access Medical FSA funds to pay for eligible medical services at qualified merchants.
- The card may only be used to pay for eligible medical services after they have been provided. The IRS allows one exception: eligibility of orthodontia expenses can be based on either date of payment, date of service or payment due date on coupons/statements.
- Payment of a current Plan Year medical service with the card must be completed before the Plan Year ends.
- Once a new Plan Year begins, only Medical FSA funds associated with the new Plan Year will be available on the card.
- You are advised to save all documentation related to medical expenses paid with your card, as IRS regulations require all transactions to be verified for eligibility.
- If a card transaction cannot be automatically verified, you will be contacted to submit documentation for that transaction.