

OPEN ENROLLMENT

FLEXIBLE SPENDING ACCOUNTS

OCTOBER 14, 2019 through NOVEMBER 27, 2019

I. Employees who wish to enroll for the first (1st) time:

Complete the attached “Flexible Spending Account (FSA) Data Collection Worksheet” (also found on the district website) and return it to the Payroll Department by **Wednesday, November 27, 2019.**

Lorie LoPiccolo (BCSS): (201) 343-6000, ext. 4078; lorlop@bergen.org

Barbara Suber (BCTS): (201) 343-6000, ext. 4044; barsub@bergen.org

Payroll Department, 540 Farview Avenue, Paramus, New Jersey 07652

II. Employees who wish to re-enroll and/or change benefit election amounts for 2020

Go on the Discovery Benefits website at: www.DiscoveryBenefits.com. Follow the instructions on the attached “How-To” (Use “Login/HAS,FSA,HRA & Commuter Login”) and “Guide” sheets (also found on the district website). The toll-free telephone number for Discovery Benefits Customer Service is (866) 451-3399. Please contact them for any portal assistance you may need.

Please note: You must re-enroll in your Flexible Spending Account each year.

**Please note: Enrollment is for the calendar year – 1/1/2020 through 12/31/2020.
Deductions will begin in your 1/15/2020 payroll check.**

**Please note: The maximum allowed contribution for medical costs is \$2,700.
The maximum allowed contribution for dependent care costs is \$5,000.**