**Information Regarding Your FSA MasterCard Debit Card**

For the 2021-2022 plan year, Glen Ridge Board of Education will offer all FSA participants the convenience of the Flexible Spending Account MasterCard Debit Card.

You will receive your new Benefits Card within two weeks of your FSA enrollment. It will be mailed separately by the card provider in a plain white envelope with a benefitexpress return address.

If you are a 2021-2022 FSA plan participant and will participate again in 2022-2023, please keep your current card.

* **Your Benefits Card is valid for 3 years**
* **If your card is expiring, a new card will automatically be sent 30 days prior to the expiration date**
* **Lost or stolen cards may be replaced by requesting on our employee online portal or by calling us toll free**

The FSA Benefits Card can be used at most retailers, grocery stores, doctor’s offices, and pharmacies. It can be used for eligible dental, vision and medical expenses including doctor’s office visits, prescription co-pays and now, all eligible over the counter items.

Although the Benefits Card does provide added convenience to having a Flexible Spending Accounts (FSA), it is not accepted everywhere. Small pharmacies or retailers may not accept the card. For these instances, we have enclosed a Reimbursement Request Form. The Reimbursement Request Form should be completed and submitted to benefitexpress along with any supporting documentation (store receipts, doctor’s note, etc.). Upon receiving your reimbursement request and the supporting documentation, benefitexpress will process your claim and send your reimbursement by check or direct deposit.

We have also included instructions for accessing your account online. Online you can check your account balance and the status of your claims. You can also view Benefits Card activity and other beneficial information.

As always, benefitexpress can be contacted at 877-837-5017 or **help@mybenefitexpress.com**

with any questions you may have regarding your Flexible Spending Accounts (FSA).