

November 29, 2023

**To:                   Benefit Administrators / Human Resource Personnel**

**From:               Lorne Shiplack**  
**Director Benefit Services, Employee Benefits**

**Re:                   2024 Out-of-Scope Flexible Spending Plan Administration Fee**  
**Employee Benefit Plans**

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Following their annual review, the Employee Benefit Plans Board of Trustees approved maintaining the current administration fee of 10 per cent for the Out-of-Scope Flexible Spending Plan through 2024.

Please note that the Out-of-Scope Flexible Spending Plan allocation amount will remain at \$878 for the 2024 calendar year.

Annual re-allocation forms were sent to all eligible plan members on November 20, 2023. All completed and returned forms will be processed by December 31, 2023.

All Out-of-Scope Flexible Spending Plan claims with a service date in 2023 **must be submitted on or before February 29, 2024.** Any 2023 claims submitted after February 29, 2024 will not be considered for reimbursement.

If you have questions regarding the Out-of-Scope Flexible Spending Plan administration fee please contact Lorne Shiplack at [Lorne.Shiplack@3sHealth.ca](mailto:Lorne.Shiplack@3sHealth.ca) or 306.347.5528.