

November 8, 2018

To: Benefit Administrators / Human Resource Personnel

**From: Alana Shearer-Kleefeld
Director, Employee Benefits**

Re: Change to the Flexible Spending Plan Eligibility Package

3sHealth Employee Benefits is pleased to introduce a new service to employers. Effective November 16, 2018 (following the iHRIS V1.18 release), 3sHealth will notify your employees following eligibility into the Out-of-Scope Flexible Spending Plan. This value added service will provide consistent information to Out-of-Scope plan members as soon as they are eligible.

Flexible Spending Plan packages will be emailed directly to your employees after you confirm their eligibility. The Flexible Spending Plan package provides your employees with clear and concise information about the plan coverage, options, how to enroll and who to contact with questions. Included in the Flexible Spending Plan package is:

- Flexible Spending Plan welcome email
- Flexible Spending Plan welcome letter
- Flexible Spending Plan Account Selection Form

As part of the V1.18 iHRIS version release November 15, 2018 workflow notification *E40 Confirmation required for eligibility in the Flexible Spending Plan* has been changed from an employer workflow to a 3sHealth Benefits workflow. Workflow notification E40 will no longer generate to the employer workflow console, with the exception of the former Saskatoon Health Region employees.

3sHealth Employee Benefits Responsibilities:

- Upon receipt of workflow notification *S66 Confirmation required for eligibility in the Flexible Spending Plan*, benefits will email the employer to verify employee eligibility for the flexible spending plan.
- Upon confirmation from the employer that the employee is eligible, 3sHealth will check off the “employer confirmation” box in the plan member’s flexible spending plan eligibility record. This will create the flexible Spending Plan enrolment.
- Once the enrolment is created, 3sHealth will email the flexible spending plan welcome email, letter and account selection form to the employee. If 3sHealth is unable to get the employees email address the flexible spending plan eligibility package will be mailed out.

- Once the account selection form is received 3sHealth will email the employee an account selection confirmation. This email details the employee's election, their allocation amount and when credits must be used by. The OOS Flexible Spending Plan Commentary booklet, Lifestyle Spending Account claim form, insert on eligible expenses and/or the Health Spending Account claim form is also included in the confirmation email.
- If the employer confirms the employee is not eligible, the eligibility date will be removed from the employee's flexible spending plan record.

Employer Responsibilities:

- Employers are asked to reply to 3sHealth's email confirmation request within 2 business days.

If you have any questions regarding this bulletin, please contact Alana Shearer-Kleefeld at Alana.Shearer-Kleefeld@3shealth.ca or 306.347.5599.