

December 15, 2021

To: Benefit Administrators / Human Resource Personnel

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

**Re: 2022 Out-of-Scope Flexible Spending Plan Administration Fee
Employee Benefit Plans**

Following their annual review, the Employee Benefit Plans Board of Trustees approved maintaining the current administration fee of 10% for the Out-of-Scope Flexible Spending Plan through 2022.

Please be reminded that the Out-of-Scope Flexible Spending Plan allocation amount for 2022 will increase from \$844 to \$861. Annual re-allocation forms were sent to all eligible plan members on November 15, 2021. All completed and returned forms will be processed by December 31, 2021.

All Out-of-Scope Flexible Spending Plan claims with a service date in 2021 **must be submitted on or before March 1, 2022.** Any 2021 claims submitted after March 1, 2022 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 or 306.347.5528.