

December 12, 2022

To: Benefit Administrators / Human Resource Personnel

From: Lorne Shiplack
Director Benefit Services, Employee Benefits

Re: 2023 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 per cent for the Out-of-Scope Flexible Spending Plan through 2023.

Please note that the Out-of-Scope Flexible Spending Plan allocation amount will increase from \$861 to \$878 on January 1, 2023. Annual re-allocation forms were sent to all eligible plan members on November 21, 2022. All completed and returned forms will be processed by December 31, 2022.

All Out-of-Scope Flexible Spending Plan claims with a service date in 2022 **must be submitted on or before March 1, 2023.** Any 2022 claims submitted after March 1, 2023 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.