

May 29, 2019

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Manager, Support Services, Employee Benefits

Re: DEADLINE REMINDER: Group Life Waiver for non-3sHealth Long Term Disability (LTD) Plans One-Time Clean-up Due May 31, 2019

On March 12, 2019, 3sHealth Administration introduced a new group life waiver application process for plan members on an approved long-term disability claim with a non-3sHealth disability plan. 3sHealth is performing a one-time clean-up of plan members on a non-3sHealth approved LTD claim. **This is a reminder that the one-time clean-up window will end on May 31, 2019.** Please send the required documentation by this deadline.

New Process:

Effective March 1, 2019, 3sHealth will automatically approve the group life waiver for a plan member when their non-3sHealth LTD claim is approved by the other insurer. The simplified process will be:

- The employer will send a copy of the non-3sHealth LTD approval letter and a completed *Basic Information Form* (attached) to ebp@3shealth.ca
- 3sHealth will approve the group life waiver, confirm the waiver is set up in iHRIS, and send confirmation to the plan member, employer and union that the waiver is in place.

One-Time Clean-up:

To support this clean-up we ask:

- Employers to send the non-3sHealth LTD approval letter and a completed *Basic Information Form* for all existing employees on an approved LTD claim with another carrier that do not have a 3sHealth group life waiver in place.
- Email the documents to: ebp@3shealth.ca
- **The clean-up window will end on May 31, 2019.** Please send the required documentation by this deadline.
- The clean-up will only provide for the set-up of a group life waiver. Employees and employers will not receive a retroactive refund for any premiums paid for employees who were not on an approved group life waiver.
- The clean-up is limited to group life insurance and will not apply to extended health care and dental benefits.

- It's unlikely that SHEPP pensionable service was missed because employers have a separate process to notify SHEPP of non-3sHealth LTD approvals, however, once the clean-up is complete, 3sHealth Administration will send a list of all plan members with an approved group life waiver to SHEPP to do a reconciliation.

If you have questions about group life waiver please email EBP@3sHealth.ca. You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.