

January 9th, 2015

To: Benefit Administrators / Human Resource Personnel

**From: Alana Shearer-Kleefeld
Manager, Benefits Administration**

Re: 2015 Out-of-Scope Flexible Spending Plan Credits

Please find enclosed a quick reference chart for the Out-of-Scope Flexible Spending Plan 2015 Plan Credits. This chart provides the credit amount by month and level of coverage.

For your reference, the Annual Allocation amounts for the next 3 plan years will be as follows:

2014/2015=\$810
2015/2016=\$825
2016/2017=\$840

The Annual Re-Allocation Forms were sent to all eligible plan members in mid-November and all completed forms were processed by December 31st, 2014.

Please be reminded that all Out-of-Scope Flexible Spending Plan claims with a service date in 2014 **must be submitted on or before March 1st, 2015**. Any claims submitted after March 1st, 2015 will not be considered for reimbursement.

If you have questions regarding the Out-of-Scope Flexible Spending Plan, please send an email to EBP@3sHealth.ca. You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.

Yours truly,

