

November 15, 2017

To: Benefit Administrators / Human Resource Personnel

**From: Jade Lea-Wilson
Manager, Employee Benefit Plans**

Re: 2018 Out-of-Scope Flexible Spending Plan Credits and Change to the List of Eligible Lifestyle Account Expenses

The *annual re-allocation forms* for the Out-of-Scope Flexible Spending Plan will be sent to all eligible plan members in mid-November. Plan members have three options for their Flexible Spending Account credits:

- 100% into a lifestyle spending account, which is a taxable benefit
- 100% into a healthcare spending account, which is a non-taxable benefit
- 50% into a lifestyle spending account and 50% into a healthcare spending account

If a plan member does not make a choice, their allocation from last year will remain in force. If they would like to change their allocation, the completed form must be received in our office by December 31st, 2017.

Claims incurred in 2017 **must be submitted on or before March 1, 2018** to be eligible for reimbursement. Any claims received after this date will be declined.

Credits and Allocation:

The annual allocation amount for the 2018 year is \$825 for full-time employees. Attached is a chart that outlines the credit amount by month and level of coverage.

Lifestyle Spending Account list of eligible expenses is changing:

Effective January 1, 2018, Employee Benefits is adopting the list of eligible expenses used by the Public Service Commission. By using this list we will ensure fairness and consistency across all Public Service employees in Saskatchewan.

The new list of eligible and ineligible items can be reviewed at

<http://www.cs.gov.sk.ca/1205FlexExamples>. This important change will be communicated to members in the allocation letter and a separate stuffer will be included in the envelope to call attention to the change. Expenses previously considered as eligible by the plan, may no longer be eligible.

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.

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2018 Flexible Spending Plan Credits

When an employee becomes eligible their credit amount is pro-rated based on the number of months remaining in the calendar year (excluding the month of eligibility even if they became eligible on the 1st of the month). The calculations for 2018 are as follows:

$$\text{\$825} \times \text{level of coverage\%} \times (\text{remaining months}/12 \text{ months in the year}) = \text{\$ credit amount}$$

Eligible in January 2018

(Eligibility dates from January 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\text{\$825} \times 50\% \times 11/12$	\$378.13
60%	$\text{\$825} \times 60\% \times 11/12$	\$453.75
70%	$\text{\$825} \times 70\% \times 11/12$	\$529.38
80-100%	$\text{\$825} \times 100\% \times 11/12$	\$756.25

Eligible in February 2018

(Eligibility dates from February 1st – 28th)

Level of Coverage	Calculation	Credit Amount
50%	$\text{\$825} \times 50\% \times 10/12$	\$343.75
60%	$\text{\$825} \times 60\% \times 10/12$	\$412.50
70%	$\text{\$825} \times 70\% \times 10/12$	\$481.25
80-100%	$\text{\$825} \times 100\% \times 10/12$	\$687.50

Eligible in March 2018

(Eligibility dates from March 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\text{\$825} \times 50\% \times 9/12$	\$309.38
60%	$\text{\$825} \times 60\% \times 9/12$	\$371.25
70%	$\text{\$825} \times 70\% \times 9/12$	\$433.13
80-100%	$\text{\$825} \times 100\% \times 9/12$	\$618.75

Eligible in April 2018

(Eligibility dates from April 1st – 30th)

Level of Coverage	Calculation	Credit Amount
50%	$\text{\$825} \times 50\% \times 8/12$	\$275.00
60%	$\text{\$825} \times 60\% \times 8/12$	\$330.00
70%	$\text{\$825} \times 70\% \times 8/12$	\$385.00
80-100%	$\text{\$825} \times 100\% \times 8/12$	\$550.00

Eligible in May 2018

(Eligibility dates from May 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 7/12$	\$240.63
60%	$\$825 \times 60\% \times 7/12$	\$288.75
70%	$\$825 \times 70\% \times 7/12$	\$336.88
80-100%	$\$825 \times 100\% \times 7/12$	\$481.25

Eligible in June 2018

(Eligibility dates from June 1st – 30th)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 6/12$	\$206.25
60%	$\$825 \times 60\% \times 6/12$	\$247.50
70%	$\$825 \times 70\% \times 6/12$	\$288.75
80-100%	$\$825 \times 100\% \times 6/12$	\$412.50

Eligible in July 2018

(Eligibility dates from July 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 5/12$	\$171.88
60%	$\$825 \times 60\% \times 5/12$	\$206.25
70%	$\$825 \times 70\% \times 5/12$	\$240.63
80-100%	$\$825 \times 100\% \times 5/12$	\$343.75

Eligible in August 2018

(Eligibility dates from August 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 4/12$	\$137.50
60%	$\$825 \times 60\% \times 4/12$	\$165.00
70%	$\$825 \times 70\% \times 4/12$	\$192.50
80-100%	$\$825 \times 100\% \times 4/12$	\$275.00

Eligible in September 2018

(Eligibility dates from September 1st – 30th)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 3/12$	\$103.13
60%	$\$825 \times 60\% \times 3/12$	\$123.75
70%	$\$825 \times 70\% \times 3/12$	\$144.38
80-100%	$\$825 \times 100\% \times 3/12$	\$206.25

Eligible in October 2018

(Eligibility dates from October 1st – 31st)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 2/12$	\$ 68.75
60%	$\$825 \times 60\% \times 2/12$	\$ 82.50
70%	$\$825 \times 70\% \times 2/12$	\$ 96.25
80-100%	$\$825 \times 100\% \times 2/12$	\$137.50

Eligible in November 2018

(Eligibility dates from November 1st – 30th)

Level of Coverage	Calculation	Credit Amount
50%	$\$825 \times 50\% \times 1/12$	\$34.38
60%	$\$825 \times 60\% \times 1/12$	\$41.25
70%	$\$825 \times 70\% \times 1/12$	\$48.13
80-100%	$\$825 \times 100\% \times 1/12$	\$68.75

Eligible in December 2018

(Eligibility dates from December 1st – 31st)

**Employees eligible in December will get \$0 for 2018 but still require an Account Selection Form for 2019 credits*