

December 19, 2019

To: Benefit Administrators / Human Resource Personnel

**From: Alana Shearer-Kleefeld
Director, Employee Benefits**

**Re: 2020 Out-of-Scope (OOS) Flexible Spending Plan – 10% Administration Fee
Employee Benefit Plan Trusts**

Effective January 1, 2020, the 10% administration fee for Out-of-Scope (OOS) Flexible Spending Plan will be reinstated and applied to the health care spending account (HSA) and the lifestyle spending account (LSA) allocations made from January 1, 2020, to December 31, 2020.

Previously, the Employee Benefit Plans Board of Trustees approved a 1-year, 10% administration fee holiday for employers participating in the OOS Flexible Spending Plan for the 2019 calendar year.

Your quarterly invoices in 2020 for the OOS Flexible Spending Plan will reflect a 10% administration fee.

The administration fee for the OOS Flexible Spending Plan is reviewed annually by the Employee Benefit Plans Board of Trustees.

If you have any questions about the 10% administration fee for the OOS 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.