

March 2nd, 2018

To: Benefit Administrators / Human Resource Personnel

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

Re: Ordering Plan Commentary Booklets and Supplies

3sHealth Employee Benefits is committed to providing information to plan members to assist them in making informed decisions about their benefits. There are several ways plan members can access benefit plan information including:

Online at www.3shealth.ca

The website provides the current versions of the plan commentary booklets, forms, frequently asked questions, and Great-West Life videos, including how to register for GroupNet. The website is the best resource available to plan members with the most up-to-date information. This, along with the Benefits at a Glance brochure, will meet most plan member's needs.

Benefits at a Glance Brochure

This quick reference provides a high level overview of the benefits available to plan members and includes information on Group Life, Disability, Extended Health Care and Dental benefits and how to register for GroupNet. It also includes the contact information for 3sHealth Employee Benefits and our insurance provider, Great-West Life. This is an excellent resource to get plan members acquainted with what benefits they have and who to contact with their benefit questions.

We know many of our plan members are viewing information on our website. Last year the Benefits at a Glance Brochure was viewed over 14,000 times! And the plan commentary booklets were viewed over 10,000 times.

Paper Plan Commentary Booklets

For those who do not have access to the website or are more comfortable with a paper copy, employers can order the following booklets:

- Core Dental – for plan members who have only the Core Dental benefit (updated April 2012)
- In-Scope Extended Health Care and Enhanced Dental (updated January 2018)
- Out-of-Scope Extended Health Care and Enhanced Dental (updated January 2018)
- Out-of-Scope Flexible Spending Plan (updated January 2018)
- Group Life Insurance (updated January 2018)
- Disability Income Plan – SEIU-West (updated August 2012)

ELECTRONIC COPY

700 - 2002 Victoria Avenue, Regina, Saskatchewan S4P 0R7
3sHealth.ca t. 306.347.5500 f. 306.525.1960

better together

- Disability Income Plan – SUN (updated August 2012)
- Disability Income Plan – General (updated August 2012)
- Disability Income Plan – CUPE (updated August 2012)

Since the fall of 2016, 3sHealth has been running a pilot project with 3 former health regions to send welcome packages to employees upon benefit eligibility on behalf of their employers. We provide the employee with their eligibility letter, a welcome letter, and the benefits at a glance brochure. We have been surveying plan members who receive this welcome package to confirm they received the information they needed about their benefits and they know who to contact with their benefit questions. Respondents replied “yes” more than 95% of the time. Following is an excerpt from our welcome letter to plan members:

Please refer to the enclosed letter explaining your eligibility for benefits. To see a complete description of your benefits coverage, please visit our website at www.3shealth.ca/our-work/benefits-at-a-glance. You will find detailed information about your benefits including benefit plan booklets, claim forms, and answers to our most frequently asked questions.

Paper copies of the plan commentary booklets are provided to plan members only upon request.

Ordering Plan Commentary Booklets and Supplies:

Attached is a complete list of plan commentary booklets and forms available for order from 3sHealth Employee Benefits. All the plan commentary booklets and forms are available to view or print at www.3sHealth.ca.

When ordering supplies, please limit your order to the quantity that you think you will need in the next 3-6 months. In an effort to limit waste, we have an arrangement with Great-West Life to print booklets on demand and ship them directly to our employer partners. Please allow 7-14 days for delivery of your supply order.

3sHealth Employee Benefits will accept your supply order via email, fax or telephone - please use the option that is most convenient for you.

If you have questions ordering plan commentary booklets and supplies, please send an email to EBPAdmin@3sHealth.ca. You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.

Email completed form to: EBPAdmin@3sHealth.ca

Fax completed forms to: 306-347-5910

For questions please call a member of our EBP Team at 1-866-278-2301

Supply Order Form

Employee Benefits

Employer Number	Employer Name
Send to the Attention of:	Contact number or email
Delivery Address to Send Supply Order to:	Comments:

Please send me the following supplies:

Quantity	Disability Income Plan
	DIP Commentary Booklet - CUPE
	DIP Commentary Booklet – SEIU-West
	DIP Commentary Booklet- SUN
	DIP Commentary Booklet - General
	DIP Initial Application Booklet - detailed information and claim forms to assist the employee with the completion of an initial application for Disability Income Plan benefits.
	DIP Premium Waiver Brochure
Group Life Insurance Plan	
	Group Life Commentary Booklet
	Designating a Beneficiary Brochure
Core Dental	
	Core Dental Plan Commentary Booklet
Extended Health Care and Enhanced Dental Plan	
	In-Scope Extended Health Care and Enhanced Dental Commentary Booklet
	Out-of-Scope Extended Health Care and Enhanced Dental Commentary Booklet
	Great-West Life Travel Assistance Booklet (M6376)
Out-of-Scope Flexible Spending Plan	
	Out-of-Scope Flexible Spending Plan Commentary Booklet
Miscellaneous	
	3sHealth Employee Benefits Return Envelopes (re: Evidence of Insurability)

Please allow 7-14 days to receive your supply order.

This is a list of the forms available on the 3sHealth website. For the most up-to-date forms please visit www.3shealth.ca and print the number of forms you require.

Disability Income Plan

DIP Payroll Data Form – to be used by a plan member to have DIP benefit payments direct deposited to their bank accounts.

DIP Opting Out of Disability Income Plan Form - to be used by a plan member who has retired/rehired and wishes to opt out of DIP.

DIP Employee's Initial Application Form – to be used when a plan member is applying for Disability Income Plan benefits.

DIP Employee Request Funding for Treatment Form – to be used when a plan member is receiving disability benefits and is requesting funding for additional treatment.

DIP Attending Physician's Initial Statement Form – to be used by physicians to provide information about the plan member's medical condition.

DIP Application for Continuation Form - to be used by approved disability claimants who apply to continue their DIP claim

DIP Return to Work Form – to be completed by the employer when an employee returns to regular work duties after an approved DIP claim.

DIP Integrated Earnings – to be used to report employment earnings while a plan member is receiving disability benefits.

DIP Monthly Contribution Report – to be used to submit monthly Disability Income Plan contributions to 3sHealth.

Group Life Insurance Plan

Evidence of Insurability Form – to be used when a plan member is electing to purchase Optional and/or Dependent Group Life Insurance.

Group Life Beneficiary Designation Form – to be used when a plan member wishes to name the recipient of their life insurance proceeds.

Group Life Conversion Privilege Notification Form – to be used when a plan member wishes to convert group life insurance to an individual life insurance policy.

Basic Group Life Insurance Premium Remittance Form, Optional Non-Smoker Rate Group Life Insurance Premium Remittance Form, Optional Smoker Rate Group Life Insurance Premium Remittance Form – to be used to remit monthly life insurance premium to Great-West Life.

Extended Health Care and Dental Plans

Standard Dental Claim Form – to be used by a plan member to submit dental expenses to Great-West Life for reimbursement.

Extended Health Care Claim Form – to be used by a plan member to submit health care expenses to Great-West Life for reimbursement.

Extended Health Care Out-of-Country and Province Form - to be used by a plan member to submit health care expenses incurred while they were out of the country or province to Great-West Life for reimbursement.

Out-of-Scope Flexible Spending Plan (OOS)

OOS Healthcare Spending Account Claim Form Standard Dental Expenses - to be used by a plan member to submit dental expenses to the health care spending account at Great-West Life for reimbursement.

OOS Lifestyles Spending Account Claim Form - to be used by a plan member to submit lifestyle expenses to 3sHealth for reimbursement.

OOS Plan Member Health Care Expenses Claim Form - to be used by a plan member to submit health care expenses to the health care spending account at Great-West Life for reimbursement.

OOS Flexible Spending Plan Selection Form – to be used by a plan member to allocate annual credits to either the Lifestyles Spending Account or the Health Care Spending Account upon eligibility.

Miscellaneous

Banking Information Form – to be used by a plan member who wishes to have health and dental claim reimbursements from Great-West Life direct deposited to their bank account.

Dependent Verification Form - to be used by a plan member to change the status of a dependent from child to student.

GMS Retiree Benefits Program Enrolment Form - GMS Retiree Plan brochure and application form.

Leave of Absence Maintaining DIP and Optional Group Life Coverage Form – to be used by a plan member to elect whether or not they will continue their Disability Income Plan and/or Optional Life coverage while on an approved leave of absence

Leave of Absence Opting Out Form - to be used by a plan member who retired/rehired and wishes to opt out of DIP during their approved leave of absence. Other Plan provisions may apply.

Non-Payroll Organizations – Participating Employers who do not subscribe to 3sHealth Payroll Services

NPO Employee Changing Information Form – to be used by plan members of non-payroll organizations who need to make changes to their spouse, dependents, name, group life options and beneficiary designations.

NPO Enrolment Form – Enrolment form for employees of non-payroll organizations

NPO Employer Changing Information Form- for changes to employee status and for employee terminations