

Employee Communications

A great FSA plan starts with well informed FSA participants that have a clear understanding of the IRS rules and regulations tempered. Flex-Plan Services (FPS) provides standard communication materials to all clients at no cost. These forms are designed to deliver the necessary information to clients while engaging participants to learn more about the plan and how it will be administered. These forms have been time-tested to increase benefit awareness, improve communications and result in higher participation rates.

Open Enrollment Materials



FPS has created an open enrollment packet that blends the right amounts of technical and regulatory information with helpful and informative real world examples. These materials are geared toward the common employee who has never participated in the plan before. These employees believe that they rarely utilize their benefits, have a small amount of medical expenses or that the plan is a hassle and just another way for the IRS to take their hard earned money. The packet consists of a general overview, explanations of the health and day care FSAs and a list of eligible and ineligible expenses.

Click on the above image to see a larger view of an enrollment packet

Standard Services

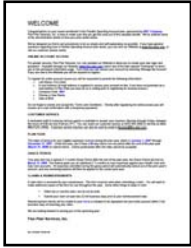
We provide our clients with enrollment and communication materials as part of our standard services with no additional cost to the employer. Enrollment materials are provided in both a hard and soft copy format to the client for distribution and reference.

Open Enrollment Services

Educating employees about an FSA benefit doesn't stop with an enrollment packet. An effective strategy is to have a captive audience where an informed speaker can present the benefit and answer employee questions. Flex-Plan Services conducts open enrollment meetings, benefits fairs, webinars and teleconferences for clients as part of our dedication to providing excellent service.

In addition to standard enrollment communication materials, FPS provides participants with follow up communications *after* the enrollment process. Our goal is to keep employees informed after the end of open enrollment to ensure smooth administration during the plan year.

Welcome Materials



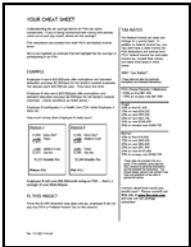
Communications at the beginning of the plan year are key to helping employees transition from the end of open enrollment to the start of active administration. FPS sends each enrollee a confirmation statement of elections, welcome letter, claim form and direct deposit authorization — everything a participant needs to get started! Unlike some administrators that leave it to the new participant to self-serve their participation, we think that a little assistance goes a long ways.

Click on the above image to see a larger view of our welcome materials

Supplemental Materials

Standard communication materials may not be the right fit for every employee. Some employees might need to see examples of actual tax savings or a list of the eligible expenses to help make the decision to participate. Our supplemental materials can be distributed prior to open enrollment as “teasers” or as a compliment to enrollment meetings and benefit fairs.

Participant Marketing



Those in the benefits and tax industries know about the advantages of FSA plans and often have the largest participation rates amongst employer groups. Our goal is to educate and inform the employer who has a traditionally low participation rate. We have developed a package of marketing and communication materials that are designed for the employee who has never participated in an FSA plan because they are afraid of forfeiting their money, don't think that the tax savings is worth the time or are not aware of how much they truly spend out of pocket.

Click on the above image to see a larger view of some supplemental materials

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