

## PROBENEFITS GROUP MEETINGS

One of our client service distinctives is our practice to provide on-site employee group meetings for FSA and HRA plans. These presentations serve several valuable purposes, including: (1) educating employees about plan benefits, (2) encouraging participation in the plan, and (3) building the relationship between our company as service provider and you as our client.

### Employee Group Meetings for New Cases

Start-up fees for new FSA and HRA plans include an on-site employer group meeting by a qualified presenter. The initial group meeting is designed to educate employees about the plan, including details regarding tax savings, methods of reimbursement, and other considerations. The group meeting is geared toward maximizing awareness and participation of the employees.

Our presenters have the flexibility to work with you and to accommodate reasonable needs/goals of your company regarding time, format, and location. Our presenters will always work with the company administrator to ensure that the presentation is tailored to meet the needs and specific situation of the employer. Our standard FSA group meeting format is approximately 35-40 minutes and includes: a PowerPoint and/or oral presentation on FSA plan basics, employee booklet handout with relevant materials, and Question & Answer session with employees.

### Employee Reenrollment Meetings for Renewing Cases

Our presenters are also available to conduct on-site reenrollment meetings for existing clients upon request. Our research indicates that FSA employee reenrollment meetings can have a significant impact on increasing participation. Of course, increased participation is a “win-win” for employers, since with every additional participant there is an increase in employer tax savings in addition to the tax savings for the participant.

We highly recommend on-site reenrollment meetings for groups with low overall participation (less than 20%) and/or groups in which the level of general education and awareness of flex plan benefits needs a boost.

Our standard fee for a reenrollment meeting is \$250 for a single location or a quoted fee for multiple days or locations. However, we may waive the fee depending upon group specifications. Please contact us if you would like to request a reenrollment meeting.

### Presenters

Group meetings are led by experienced, effective presenters on our staff. Our three primary presenters are Charles Crabbe and Jamie Rorrer, *Benefits Consultants*, and Jason Cogdill, *Corporate Counsel*.

*If you have any questions or wish to schedule a group reenrollment meeting, please contact your ProBenefits administrator. If you are not a current ProBenefits client and would like more information, please contact a ProBenefits Benefits Consultant. Visit [www.probenefits.com](http://www.probenefits.com) for more details.*