

University of St. Michael's College

HEALTH CARE SPENDING ACCOUNT

In accordance with the CUPE Unit 4 collective agreement (Article 23), the following employees are eligible to receive a health care spending account of \$300 per plan year (September 1 through August 31):

- Course Instructors who are employed to teach 0.5 full course equivalent (four-month course) or more in an academic year;
- Teaching Assistants in the Faculty of Theology employed for a four-month appointment or more.
- Non-Theology Teaching Assistants and Writing Instructors who are employed for a minimum of no less than fifty (50) hours in an academic year.

The HCSA may be used for eligible medical expenses which are those considered eligible expenses under the Income Tax Act, such as crutches, prescription eyewear, prescription drugs, some OTC medications, physiotherapy or registered massage therapy, chiropractic treatments and cost of private health care premiums.

Eligible employees will have \$300 available in their HCSA beginning the date of appointment and can submit claims for any eligible expenses incurred up to August 31. Eligible claims may be submitted not later than sixty days beyond the end of the plan year. Any unused balance remaining in the account after this period will be forfeited.

You must enrol to receive the HCSA coverage. Please complete the attached enrolment form and return to our payroll office at your earliest convenience (attention: Payroll Accountant, 81 St. Mary Street/ Fax – 416-926-7120 / usmc.payroll@utoronto.ca). Complete the Plan Member Information and Dependent Information (if applicable) sections and sign the form. Once you have submitted your form to our payroll office, you will be eligible to submit your claims directly to Green Shield.

Note that the HCSA is a reimbursement plan, which means that you must pay for the medical service or prescription first and then submit the claim for reimbursement together with the **original receipt** showing details of the medical/dental service, prescription or device. The link to the HCSA claim form is <http://www.greenshield.ca/sites/corporate/en/Documents/claim-forms/hcsa-HCSA-200-en.pdf>. Your “Green Shield ID Number” is “SMC” in front of the last 6 numbers of your “Empl./Payee ID” which is found on your pay stub (e.g. SMC123456). If you have any questions regarding the status of your claim, please contact Green Shield’s Customer Service Centre (the telephone number is on the claim form). Reimbursement cheques will be mailed directly to your home address.

Each time you make a claim for reimbursement, Green Shield will update your remaining account balance and this amount will show on the statement you receive with your reimbursement.

For more information about the HCSA benefit, please refer to Article 23 of the CUPE, Unit 4 Collective Agreement <http://stmikes.utoronto.ca/hr/doc/FinalSignedFirstCollectiveAgreementMay2013.pdf>.

If you have any questions regarding the above, please contact Suzanne Ramnauth, Human Resources (416-926-7118).