



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

### **HEALTH CARE SPENDING ACCOUNT GUIDELINES**

In accordance with the CUPE Unit 4 collective agreement (Article 23), the following employees are eligible to receive a health care spending account of \$500 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 \$500 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 each new plan year to receive the HCSA coverage.** Please complete the [enrolment form](#) and return to USMC Human Resources at your earliest convenience (attention: HR Coordinator at [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca)). Complete the Plan Member Information and Dependent Information (if applicable) sections and sign the form. Once you have submitted your form to Human Resources and the information has been forwarded to Green Shield, 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. Your "Green Shield ID Number" is "SMC" in front of the last 6 numbers of your "Employee Number" 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 (1.888.711.1119). 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.

If you have any questions regarding the above, please contact Human Resources at [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca) (416-926-7101).