



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

HEALTH CARE SPENDING ACCOUNT GUIDELINES – Updated March 2024

In accordance with the CUPE Unit 4 collective agreement (Article 23), please refer to the below table for the health care spending account, “HCSA”, allocation per plan year (September 1 through August 31):

First 0.5 FCE or 24 to 239 hours	Each additional 0.5 FCE or 120 hours or portion thereof	Maximum per plan year
\$500.00	\$350.00	\$1900.00

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.

Beginning at the start of appointment, claims can be submitted for any eligible expenses incurred up to August 31st each plan year. 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). 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 GreenShield.

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/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, GreenShield 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 (416-926-7101).