



VICTORIA UNIVERSITY

in the University of Toronto

OFFICE OF THE BURSAR

September 12, 2005

Dear CUPE 3902, Unit 2 Employee:

Re: New Health Care Spending Account– CUPE 3902 – Unit 2

I am writing to advise you about the new Health Care Spending Account (HCSA), available to employees in CUPE 3902- Unit 2. If you teach or support at least one half course or equivalent during the academic year and are not covered under any other University of Toronto group health or dental plan, you are eligible to participate in the HCSA. If you have coverage through a student or other private health benefit plan, you must first submit you must seek coverage for your expenses under that plan prior to submitting a claim under the HCSA.

Victoria University will allocate an amount of \$200 for each half course taught (\$400 per full course) to your HCSA, up to a maximum of \$1,000 per person per plan year. For those not teaching a course but working on an hourly basis as a TA, Writing Instructor, or Undergraduate Tutor, for the purposes of clarity a half course is equivalent to an appointment of between 140 and 239 hours, and a full course is equivalent to between 240 and 379 hours, one and a half courses is equivalent to between 380 and 520 hours, two full courses is equivalent to between 520 and 660 hours, and so on. If you are engaged to support additional courses during the year, you will receive an additional allocation, subject to the \$1,000 annual maximum. The plan year and the academic year both run from September 1st to the following August 31st.

Your HCSA is available for reimbursement of eligible medical expenses you incur after the date of your first appointment each academic year, and on or before the end of the academic year in which the allocation was made to your HCSA. Eligible expenses are those that qualify as a medical expense tax credit under the *Income Tax Act*, including prescription eyeglasses, dental expenses, medical devices and supplies, prescription drugs, and services of paramedical practitioners. A list of eligible medical expense tax credits can be found on the Canada Revenue Agency website at www.cra-arc.gc.ca/E/pub/tp/it519r2-consolid/README.html. Reimbursement from your HCSA is not taxable under current *Income Tax Act* rules. However, once you receive reimbursement for an eligible expense under your HCSA, you cannot also claim this expense as a medical expense tax credit on your tax return.

The HCSA is administered by Green Shield Canada on behalf of the University. In order to begin using your HCSA, you must first enrol in the plan by completing the Green Shield Enrolment/Change form, which is available online at <http://www.vicu.utoronto.ca/English/Human-Resources.html>. All eligible dependants must also be enrolled on the form. Eligible dependants include spouse/partner and dependent children. Once completed, the enrolment form must be signed and forwarded to the attention of:

Lilla Hui, Payroll Accountant
Bursar's Office
Victoria University
Northrop Frye Hall, Room 115
73 Queen's Park Cres.,
Toronto ON M5S 1K7

Enrolment forms should be received at the above address no later than 12 noon on Friday, September 23rd so that we can review the forms and forward to Green Shield. Green Shield will mail out a subscriber card and initial claim form to your home address by mid-October. Enrolment forms received after September 23rd will be forwarded to Green Shield on a weekly basis, and you should receive your subscriber card approximately 6 weeks after your completed form is received. Coverage is still effective from your first date of appointment in the academic year.

Once you have received your card and the initial claim form, you can begin submitting claims for reimbursement directly to Green Shield. Eligible claims are those incurred by you or your eligible dependants on or after your first date of appointment in the plan year. If your appointment begins September 1, 2005, then any expense incurred from September 1st to the end of the plan year (August 31st) is eligible for consideration, and can be submitted for reimbursement once you receive your subscriber card. After you pay for the eligible service or product, you submit a claim form together with the original receipt(s) clearly showing the amount paid to the provider. When you receive your reimbursement, you will also receive a statement that shows how much you have left in your HCSA.

You have up to 60 days after the end of each plan year to actually submit your claim for reimbursement from your HCSA, but all eligible expenses must have been incurred after your initial appointment in the plan year, and on or before the end of the plan year. The money available in your HCSA can only be used to reimburse eligible health care expenses. It is not possible to receive any unspent balance as cash or other income, or to carry it forward to the next plan year.

Please see the available Q&A that provides additional clarification as to how this program works. If you have any questions regarding your eligibility to enrol in the HCSA, please contact me at (416) 585-4558 or at kate.sullivan@utoronto.ca.

Sincerely,

Kate Sullivan
Manager, Human Resources