

## Canadian Union of Public Employees (CUPE) Local 30 Provisional Employees Health Care Spending Account (HCSA) 2012 Rules

The Health Care Spending Account (HCSA) allows you to obtain reimbursement for eligible health and dental expenses as per Revenue Canada Agency (RCA) legislation.

### **Who is eligible to participate in the HCSA?**

To participate in the HCSA you must:

- (i) be a provisional full-time employee covered under the collective agreement between CUPE Local 30 and the City of Edmonton;  
or
- (ii) be a provisional part-time employee covered under the collective agreement between CUPE Local 30 and the City of Edmonton;  
and
- (iii) have completed five (5) years of continuous service as a provisional status employee by either the first pay period of 2012 or the pay period in which July 1<sup>st</sup>, 2012 occurs;  
and
- (iv) be actively (receiving earnings) at work.

Actively at work means those provisional employees who are at work for all or a portion of the first pay period of the year or the pay period in which July 1 occurs.

### **If I was actively at work during the first pay period of the 2012 payroll year, how much will be deposited/credited to my HCSA?**

The City will deposit \$125 to each eligible provisional employee with 5 years of continuous provisional employee status.

### **If I am not actively at work until the pay period in which July 1, 2012 occurs how much is deposited/credited to my HCSA?**

The City will deposit \$125 to each eligible provisional employee with 5 years of continuous provisional employee status.

## **When will I receive a deposit to my HCSA in 2012?**

Eligible employees will receive a deposit to their HCSA in July 2012.

## **Will I be eligible to participate in the HCSA if I break service for more than 12 months and lose my provisional employee status?**

If you break service for more than 12 months and lose your provisional employee status, your eligibility for the annual HCSA benefit will cease.

## **What expenses are eligible for reimbursement under the HCSA?**

Members can be reimbursed for medically-related expenses not covered by Alberta Health Care up to the maximum amount of \$125.

To be eligible for reimbursement from the HCSA, the expense must be incurred on or after July 1<sup>st</sup>, 2012 and before or on December 15<sup>th</sup>, 2012.

Some examples of expenses eligible for reimbursement under the HCSA are:

- prescription drug expenses
- vision care expenses

Some expenses are **not** eligible for reimbursement under the HCSA, as they are not an eligible medical deduction under the *Income Tax Act*.

As the list of eligible medical expenses is always changing, it is your responsibility to determine if the expenses to be reimbursed through the HCSA are an eligible medical deduction under the *Income Tax Act*. A general listing of eligible medical expenses under the *Income Tax Act* can be found on Canada Revenue Agency's web site at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Type IT-519R2 into the "Search Box". An official ruling can be obtained by calling 1-800-959-8281.

## **Submission of claims**

You will need to complete the "HCSA Claim and Payment Request Form" and submit the form, with applicable receipts, to Alberta Blue Cross. Claim forms are available on the City of Edmonton Website, at: [www.edmonton.ca](http://www.edmonton.ca), under [City Government, Jobs, Current Employees, Benefit Leave and Medical Forms, Benefit Forms](#) or under the City of Edmonton's intranet website at: [ecity](#), under [Forms & Templates, Employee Forms, Benefit Forms](#)

## **How do I receive payment from the HCSA?**

If the payment is \$100 or more, payment will be issued to you monthly by Alberta Blue Cross. If the payment is less than \$100, payment will be issued quarterly by Alberta Blue Cross. Quarterly payments are issued in January, April, July and

October. All payments, whether monthly or quarterly, will be issued within the first week of the applicable month.

### **How do I find out how much is in my HCSA?**

- If you receive a payment from the HCSA, your remaining HCSA balance will be printed on the statement that accompanies your cheque.
- If you do not receive a payment from the HCSA, you will receive a statement every 6 months (i.e., June and December) from Alberta Blue Cross advising of the balance in your account.
- You may also view your account online on Alberta Blue Cross' website at: [www.ab.bluecross.ca](http://www.ab.bluecross.ca), [Member Services](#). Talk to an Alberta Blue Cross Customer Service representative at 780-498-8948 or 1-800-498-8942 if you require assistance.

### **What happens if I don't use the full amount of my HCSA in the policy year?**

- At the end of the policy year, any unused balance (i.e. portion of the \$125) that has not been paid out for medically related expenses will be rolled over to the next year.
- Any claims in the new year are applied first to the amount that has been rolled over from the previous year. At the end of the second year, if you have not used up the full amount that was rolled over from the previous year, that amount will be forfeited.

**Important:** Policy Year for the HCSA means the first pay period of the year until the last pay period of the year.

### **Where can I get more information about my HCSA?**

If you have any questions or would like more information about your HCSA, you can contact:

- Alberta Blue Cross Customer Services at 1-800-661-6995
- Employee Service Centre 780/944-4311

