

Canadian Union of Public Employees (CUPE) Local 30 Provisional Employees Health Care Spending Account (HCSA) 2013 and Each Year Thereafter

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 each payroll year or the pay period in which July 1st 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.

Provisional employees who are laid off during the first pay period of the year are not eligible to participate in the HCSA beginning the first pay period of the year and will not receive HCSA credits.

Employees who did not receive HCSA credits for the first pay period of the year but are working in the pay period in which July 1st occurs will receive HCSA credits for the pay period in which July 1 falls.

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

The City will deposit \$200 for provisional employees who have completed five years of continuous service as a provisional status employee by the first pay period of the payroll year and have worked 1200 hours or more in the previous payroll year.

The City will deposit \$125 for provisional employees who have completed five years of continuous service as a provisional status employee by the first pay period of the payroll year and have worked less than 1200 hours in the previous payroll year.

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

The City will deposit \$200 for provisional employees who have completed five years of continuous service as a provisional status employee by the pay period in which July 1st occurs and have worked 1200 hours or more in the previous payroll year.

The City will deposit \$125 for provisional employees who have completed five years of continuous service as a provisional status employee by the pay period in which July 1st occurs and have worked less than 1200 hours in the previous payroll year.

Can I receive a deposit to my HCSA more than once a payroll year?

Eligible provisional employees will only receive a deposit to their HCSA in January or July of each year, but not both.

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 their HCSA. Expenses for eligible dependents, as defined in the collective agreement, may also be submitted to the HCSA for reimbursement, under the same conditions. **You must enroll your dependents if you wish their expenses to be eligible for reimbursement** by completing the “Personal Information Changes” form and returning the form to the Employee Service Centre (fax number 780-496-8329). If you do not return this form to the Employee Service Centre only expenses incurred by YOU will be eligible for reimbursement. The “Personal Information Changes” Claim Form is available on the City of Edmonton Website, at: www.edmonton.ca, under [City Government, Jobs, Current Employees, Benefit Leave and Medical Forms, Benefit Forms](#). If your dependents change at any time due to a life event (e.g. birth, marriage, etc), you have 30 days from the date of the life event to notify the Employee Service Centre.

To be eligible for reimbursement from the HCSA, the expense must be incurred on or after the date the credits (dollars) were deposited in your HCSA (either the first payroll day of the payroll year or July 1st) and before or on the last day of the payroll year.

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. Type IT-519R2 into the "Search Box". An official ruling can be obtained by calling 1-800-959-8281.

Submission of claims

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, 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 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 April, July, October and January.

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, [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 \$200/\$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