

**CUPE 3902 Unit 2 Health Care Spending Account (HCSA)**

Employment Category	Benefit Plans	Plan Details	Instructions
<p><b>Sessional Lecturers/Writing Instructors</b></p>	<p><b>Health Care Spending Account (HCSA)</b></p>	<ul style="list-style-type: none"> <li>- \$500.00 for first 0.5 FCE or 34 to 239 hours</li> <li>- \$350.00 for each additional 0.5 FCE or 120 hours or portion thereof</li> <li>- \$1,900.00 maximum per plan year</li> </ul>	<p>In order to begin using your HCSA, you <b>must</b> enroll by completing the <a href="#">Green Shield enrollment form</a>. Enrollment must be completed during the plan year (Sept-Aug) in order to submit claims.</p> <p>Please submit completed form to <a href="mailto:vic.hr@utoronto.ca">vic.hr@utoronto.ca</a>.</p> <p>You should receive your Green Shield subscriber card in a few weeks. Once you have received your card, you can start submitting claims to your HCSA.</p>
<p><b>Teaching Assistants/Undergraduate Tutors</b></p>	<p><b>Plan A (Top-Up &amp; HCSA) OR Plan B (HCSA Only)</b></p>	<p><b>Plan A (Top-UP &amp; HCSA)</b></p> <p>In order to be eligible for Plan A, employees must have a contract worth, or have worked, a minimum of 30 hours <b>AND</b> must have enrolled in a “base” student plan (GSU or UTSU plans).</p> <p>You must remain in both the extended health and dental portions of their base plan to be eligible for Plan A. Plan A also includes a \$300 Healthcare Spending</p>	<p>If you do not elect a plan, you will be automatically placed in <b>Plan B – HCSA Only</b>.</p> <p>Please contact <a href="mailto:vic.hr@utoronto.ca">vic.hr@utoronto.ca</a> to make your election. You must also advise VIC HR if you have dependants in order to be eligible for the increased HCSA amount.</p> <p><b>NOTE:</b> To add your dependents to your primary plan (in order for them to have access to the Top-up Plan), you must opt them in. Please complete the <a href="#">Green Shield enrollment form</a> and</p>

		<p>Account (HCSA). The HCSA amount increases to \$600 for employees with dependents</p> <p><b>Plan B (HCSA only)</b></p> <ul style="list-style-type: none"> <li>• \$300 Single</li> <li>• \$600 Family</li> </ul>	<p>submit completed form to <a href="mailto:vic.hr@utoronto.ca">vic.hr@utoronto.ca</a></p>
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**How to set-up an online Green Shield Profile:**

**Green Shield Canada Plan Member Online Services**

As a reminder, the following services are available via Green Shield’s Plan Member Online Services at [www.greenshield.ca](http://www.greenshield.ca):

- Submit certain claims
- Sign up for direct deposit
- Check coverage eligibility
- Look up drug names and get coverage info

To register, go to [www.greenshield.ca](http://www.greenshield.ca), click “Login”, select ‘plan members’ and click “Go” then follow the registration process. You will need to get a ‘Registration Key’ which can be accessed on the right-hand side of the page.

Be sure to have your Green Shield ID card handy as you will need to type your ID number and name exactly as it appears on your ID card.