

## SCFA Health Care Spending Account - Plan Member Guide

As part of your Selkirk College Manulife benefit Plan C, you now have access to a Health Care Spending Account (HCSA), with an annual entitlement of \$300.00.

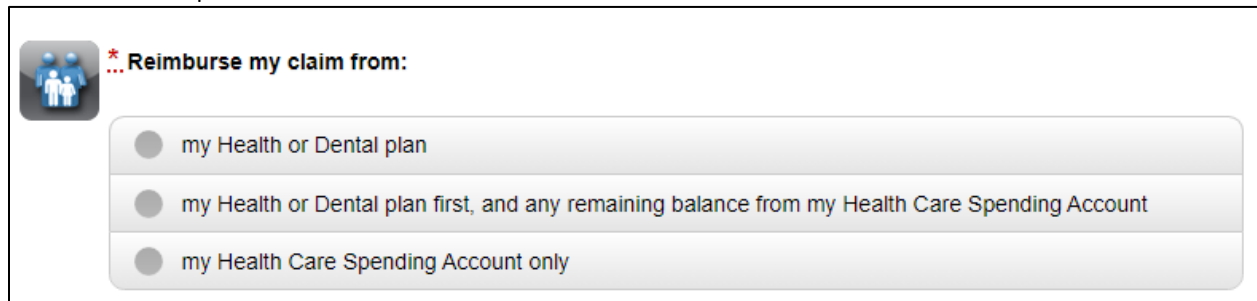
Your HCSA provides flexibility to claim expenses over and above what is covered by your core Extended Health plan and Dental. A list of eligible expenses may be found here:

[Lines 33099 and 33199 – Eligible medical expenses you can claim on your tax return - Canada.ca](#)

The plan year is based on the calendar year. **In order to align with Canada Revenue Agency rules, funds credited for any calendar year may be used for expenses incurred during that calendar year, or may be carried forward and used to cover expenses incurred during the subsequent calendar year. Claims must be submitted before the end of the year.**

*For example: Any unused 2024 entitlement may be used to claim expenses incurred between January 1, 2024 and December 31, 2025. Any amount credited for 2024 that is not used by the end of 2025 will forfeit. Claims incurred in 2024 must be submitted by December 31, 2024, in order to be eligible for payment.*

To submit a claim using your Health Care Spending Account, select the applicable option at the start of the online claim submission process:



The screenshot shows a dropdown menu titled "Reimburse my claim from:" with a question mark icon to its right. The menu contains three radio button options:

- my Health or Dental plan
- my Health or Dental plan first, and any remaining balance from my Health Care Spending Account
- my Health Care Spending Account only

To claim top up from HSA for claims submitted directly by providers, click on the question mark to the right of the row that displays the claim details on the Manulife plan member site, and the following window will pop up. Check the box for “send the unpaid part of this claim to my HCSA” and submit.

### How can we help you? ✕

Send the unpaid part of this claim to my HCSA

Ask us about this claim

Enter the email that you want us to respond to.

At any time, you can check your remaining balance for the current plan year by clicking the “Coverage and Balances” tab in the middle of the home page, and then selecting “HCSA”, as shown here:

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[Submit a claim](#) [My benefits card](#) [Sign up for Manulife Vitality](#) [Send documents](#)

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[CLAIMS HISTORY](#) **[COVERAGE & BALANCES](#)**

[Dental](#) [Paramedical](#) [Vision](#) [HCSA](#)

If you have any questions regarding the Health Care Spending Account rules, eligible expenses or how to submit claims, please contact Manulife Group Benefits Customer Service at 1-800-575-2200.