



Health Care Spending Account (HCSA)

What is a Health Care Spending Account (HCSA)

A Health Care Spending Account (HCSA) gives you the flexibility to cover unexpected health and/or dental expenses that your benefit plan may not cover. It can be used for anyone covered under your plan (e.g., spouse, children) and/or those considered a dependent for tax purposes.

As part of our group benefits plan with Manulife, The Home Depot provides part-time and full-time eligible associates enrolled in the Core or Enhanced group benefits plan access to a HCSA.

Your HCSA amount depends on the plan you select, if you are a part-time or full-time associate and your coverage level (single, couple or family).

How to use a Health Care Spending Account (HCSA)

- You can use your HCSA to offset out-of-pocket expenses from health and dental claims.
- The plan you are enrolled in determines the amount in your HCSA.
- HCSA funds can be used for expenses not covered by the health and dental plan and other medical expenses as outlined by CRA under the medical expense tax credit (METC) which could include but limited to ambulance services, crutches, heart monitoring devices etc.
- If you have coverage under a second health or dental plan (i.e. your spouse's plan), you must submit your claim to that plan before submitting for HCSA fund coverage. Any remaining or ineligible amount can then be submitted to your HCSA.
- When you submit a claim online for reimbursement, you will have the option to use your HCSA. You can use the funds in your HCSA to cover the cost of any part of the claim that's not covered. If there isn't enough money in your HCSA to cover all of your out-of-pocket health and dental care expenses, you can use the balance of money in your HCSA.
- If you are enrolled in a benefits plan that has a HCSA you can also use funds in your HCSA to reduce the amount of your health and dental bi-weekly premiums.
- Claims paid from your HCSA are non-taxable (except in Quebec).

Tips:

- **HCSA money has time limits** - All balances deposited in associate HCSA account must be used for one or more eligible expenses by Dec. 31. Any unused balance of the annual deposit will expire on Dec. 31, of each calendar year.
- **How you can use your HCSA** - Other medical expenses not traditionally covered under your health plan, e.g., expenses associated with a seeing eye dog, optical scanners for people with visual impairments. For a complete list of eligible HCSA claims, please go to the link below:
<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/lines-33099-33199-eligible-medical-expenses-you-claim-on-your-tax-return.html>