

Mental Health Fund (MHF) FAQ

What is the Mental Health Fund?

The Mental Health Fund is a program offered by PSAC Local 610 and is made possible by successful negotiations during bargaining (Section 28.02c of the collective agreement which may be found on our website).

This program is designed to complement your existing primary insurance (generally SOGS) and the Extended Health Plan (EHP). This plan allows you to claim the portion of mental health costs that your primary insurer has not covered. More detail on what is and isn't covered will be found below.

Who can access the MHF?

Any member who is a Graduate Teaching Assistant (GTA) in a given academic year has access to the MHF during that same academic year.

Where can I find my MHF balance?

Each member will have a starting balance of \$599.00. If you've made a claim there are two ways to check your balance. First, on the stub portion of your reimbursement cheque you will find your remaining balance. Alternatively, if you've misplaced your stub you may email our staff to request the balance at staffpsac610@gmail.com.

What can I claim with the MHF?

We cover any mental health cost that your primary insurer will cover. The list below are some examples of what would be covered. However, if you have something you're unsure about please contact our office at staffpsac610@gmail.com to receive clarification. Please note we only cover services offered by practitioners licensed by an appropriate governing body.

- Individual/Group Counselling
- Medications

We are willing to consider other costs that may be justified as mental health related on a case-by-case basis.



Is direct billing available?

No. Unfortunately we are not able to provide this service. You will need to pay the cost upfront and then submit an application/receipt for reimbursement.

Can I claim receipts for my family?

Absolutely. The claim comes out of your MHF balance but you're welcome to submit on behalf of your family members.

I have a lot of receipts for both me and my family. Do I need to submit a claim for each one?

No. You may submit a single application for a variety of receipts and for multiple family members.

What dates are receipts eligible for the MHF?

All receipts submitted must be dated within the current academic year (September 1st-August 31st). Receipts that do not fall within this time period will not be eligible.

What are acceptable forms of receipts?

Acceptable receipts are the official receipts issued by the place providing the service and includes information about the business, service provider, type of service, date and cost. The most common issue is submission of an unacceptable form of prescription receipt. The accepted receipt is the official prescription receipt and not the store receipt.

What are insurance statements and where do I get them?

These are provided by your primary insurer. The SOGS website has instructions as to how to access the claim details we need. For other insurers, you will need to contact your insurer directly for information on how to access the required documents.

Do I need to include my GTA contract or Duties Specification Agreement (DSA)?

Maybe. We are not provided the list of GTAs for a given term until the second month of that term and so during September, January, and May, we are more likely to ask for a contract.

During September **all applicants** must provide their GTA contract for the academic year as we won't have a list yet for any term.



If you're uncertain if we have your contract on file, you are welcome to email our office at staffpsac610@gmail.com and we can check for you.

Can I submit copies of receipts?

Absolutely. We are accepting applications electronically and it is acceptable to send copies of your receipts and keep the originals for your records.

What else should I know before submitting an application?

- We do not process claims with a value under \$10.00.
- You must completely fill out the application.
- Ensure all necessary attachments are included in your email.

How can I submit the application?

Applications are received electronically by emailing staffpsac610@gmail.com.

How long is the processing time once I submit an application?

Generally, the processing time is 3-4 weeks. During the busiest months of the year (January, August, September and December) it can take longer. From time to time there may be varying circumstances that will cause delays in processing. Ultimately, we will complete claims as quickly as possible.

Once my claim is approved, how will I receive my cheque?

You will receive an email indicating when the cheque will be ready. After it has been issued, it will be ready for pickup from our office. We do not mail the cheques to the applicants addresses anymore, please see the address and hours on our web site before visiting the office.

Is direct deposit an option?

Yes. Please provide your direct deposit form with complete banking details. The form is provided by your bank and will be submitted with each claim.



What is the deadline to submit a claim?

All purchases must be made by August 31st of the current academic year of which you are a GTA and claims must be submitted no later than September 30th (following the purchase deadline).

Academic Year Deadlines:

Purchase deadline: August 31st of the current academic year.

Submission deadline: September 30th (following purchase deadline).

Who do I contact if I have a question that isn't covered here or relates to a specific claim?

Please contact staff at staffpsac610@gmail.com.

