



HEALTH SCIENCES ASSOCIATION
The union delivering modern health care

DEPENDANT CARE PRE-APPROVAL REQUEST FORM

for Dependants Accompanying Member to Event)

This form is for **pre-approval requests only**. Please see FAQ's on the reverse before you complete this form.

Name of Member: _____

Union Event: _____ Date: _____

1. Dependant care requested for:

| Name of Dependent | Age | Relationship to Member |
|-------------------|-----|------------------------|
| | | |
| | | |
| | | |

2. Estimated dependant care costs at the Union event.

| Date | Single Accommodation | Care Giver Amount | Estimated Dependant Care Cost |
|--------------|----------------------|-------------------|-------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

3. Estimated dependant care costs in my home or community:

| Date | Regular Scheduled Daycare | Additional Daycare | Estimated Home or Community Daycare Cost |
|--------------|---------------------------|--------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

4. Please explain any special circumstances that require you to bring your dependants with you to enable you to participate in the Union event. Special needs child, nursing infant, etc.

5. Email this form to payable@hsabc.org at least 3 weeks prior to the event.

6. Prior to making your travel arrangements please await approval of your request from the HSA office.

The Health Sciences Association of British Columbia (HSA) is committed to using personal information we collect in accordance with applicable privacy legislation. By completing this form you are consenting to have the HSA use the submitted information for the purposes of conducting our representational duties as a union, and in providing services to our members. For further information please contact the HSA Privacy Officer. The full HSA privacy policy is available on-line at <http://www.hsabc.org>.



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HSA Dependant Care Pre-Approval Frequently Asked Questions

When is pre-approval required?

Pre-approval is ONLY required for reimbursement of expenses when a member **must bring** a dependant to an HSA event. Use the HSA Dependant Care Claim Form for dependant care provided in your home or community.

What expenses will HSA reimburse?

The maximum allowable will not exceed the cost that would have been incurred if the dependant had received care in their own community while the member attended the Union event.

On-site dependant care at Union Event

HSA does not provide dependant care for events. If you require care, you must arrange it yourself.

Accommodation

The HSA policy is to book double occupancy. However, with prior approval, a member bringing a dependant may be assigned a single room to accommodate dependants. Single accommodation will allow a care giver to stay in the room with you if you choose to bring your own care giver.

Travel and other expenses for dependants

The maximum allowable will not exceed the cost that would have been incurred if care had been provided in the member's own community. Travel, meals and other expenses incurred by the care giver will not be reimbursed. See policy for daily maximum allowable claims.

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