

Medicare Protection Act

**MEDICAL AND HEALTH CARE SERVICES
REGULATION**

[includes amendments up to B.C. Reg. 345/95]

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Prescribed diagnostic services, studies or procedures

1. In paragraph (a) of the definition of "**diagnostic facility**" in section 1 of the *Medicare Protection Act*, "**prescribed diagnostic services, studies or procedures**" means the services, studies or procedures of electrodiagnosis, laboratory medicine, pulmonary function, radiology, ultrasound, nuclear medicine scanning or magnetic resonance imaging.

Deemed residents

2. (1) In this section "**definition**" means the definition of "resident" in section 1 of the Act.
- (2) The following persons are deemed to be residents for the purposes of the definition:
 - (a) a person admitted to Canada as a student who meets the criteria under paragraphs (b) and (c) of the definition;
 - (b) a person admitted to Canada to work who meets the criteria under paragraphs (b) and (c) of the definition;
 - (c) a diplomat accredited to represent another country in Canada who meets the criteria under paragraph (c) of the definition;
 - (d) a person who is a spouse or dependent child of a resident if the person has applied for landed immigrant status and meets the criteria under paragraphs (b) and (c) of the definition;
 - (e) a person who is a spouse or dependent child of a resident if the resident has filed with the federal Department of Employment and Immigration an undertaking to assist the person and the

- (ii) continues to retain such valid authorization, and
 - (iii) meets the criteria under paragraphs (b) and (c) of the definition;
- (c) a diplomat accredited to represent another country in Canada who meets the criterion under paragraph (c) of the definition;
- (d) a person who
 - (i) is a spouse or child of a resident if the person has applied for permanent resident status and as long as the application remains active, and
 - (ii) meets the criteria under paragraphs (b) and (c) of the definition;
- (e) a person who is a spouse or child of a resident if the person meets the criteria under paragraphs (b) and (c) of the definition and
 - (i) the resident has filed with Citizenship and Immigration Canada an undertaking to assist the person and paid the fee required by Citizenship and Immigration Canada, and
 - (ii) the application of the person for permanent resident status remains active;
- (f) a child adopted, or being adopted, by a resident if the child meets the criteria under paragraphs (b) and (c) of the definition;
- (g) a person who has applied for permanent resident status and as a result has been issued a permit by the federal minister responsible for immigration if
 - (i) issuance of the permit has been recommended by the committee established by the minister responsible for the *Medicare Protection Act* to review the admissibility of persons on medical grounds, and
 - (ii) the person meets the criteria under paragraphs (b) and (c) of the definition;
- (h) a person who moves to British Columbia and meets the criteria under paragraphs (a) and (b) of the definition, but not that under paragraph (c) of the definition because the person arrived in British Columbia after June 30 in the calendar year;
- (i) a person who moves to British Columbia and would be deemed to be a resident under paragraphs (a) to (g) of this section except that the criterion under paragraph (c) of the definition is not met because the person arrived in British Columbia after June 30 in the calendar year;
- (j) a spouse or child of a person deemed to be a resident under paragraph (a), (b), (c) or (g) of this section if the spouse or child meets the criteria
 - (i) under paragraphs (b) and (c) of the definition, or
 - (ii) under paragraph (b) of the definition but not that under paragraph (c) of the definition because the spouse or child arrived in British Columbia after June 30 in the calendar year.

Deemed residency

2 The following persons are deemed to be residents for the purposes of the definition:

- (a) a person admitted to Canada as a student who,
 - (i) possesses a valid student authorization issued under the *Immigration Act* (Canada) before its repeal or a study permit issued under the *Immigration and Refugee Protection Act* (Canada), for a period of 6 or more months,
 - (ii) continues to retain such valid authorization, and
 - (iii) meets the criteria under paragraphs (b) and (c) of the definition;
- (b) a person admitted to Canada to work who,
 - (i) possesses a valid employment authorization issued under the *Immigration Act* (Canada) before its repeal or a work permit issued under the *Immigration and Refugee Protection Act* (Canada), for a period of 6 or more months,
 - (ii) continues to retain such valid authorization, and
 - (iii) meets the criteria under paragraphs (b) and (c) of the definition;
- (c) a diplomat accredited to represent another country in Canada who meets the criterion under paragraph (c) of the definition;
- (d) a person who
 - (i) is a spouse or child of a resident if the person has applied for permanent resident status and as long as the application remains active, and
 - (ii) meets the criteria under paragraphs (b) and (c) of the definition;
- (e) a person who is a spouse or child of a resident if the person meets the criteria under paragraphs (b) and (c) of the definition and
 - (i) the resident has filed with Citizenship and Immigration Canada an undertaking to assist the person and paid the fee required by Citizenship and Immigration Canada, and

To be eligible for coverage with British Columbia's health care plans, a person must be a resident of this province. The *Medicare Protection Act* defines a resident as a person who is a citizen of Canada or is lawfully admitted to Canada for permanent residence, makes his or her home in British Columbia (BC), is physically present in BC at least six months in a calendar year, and includes a person who is deemed under the regulations to be a resident but does not include a tourist or visitor to BC.

Canadian citizens and persons with permanent resident status in Canada are eligible to apply for benefits. In addition, certain non-permanent residents may be deemed residents and thus be considered eligible; for example, holders of study permits and work permits valid for six or more months, and applicants for permanent resident status who are the spouse or child of a resident.

If your spouse has applied for permanent resident status, providing Health Insurance BC (HIBC) with the following information will assist them in determining their eligibility for coverage:

- your spouse's current immigration document;
- any letters received by your spouse from Citizenship and Immigration Canada (CIC);
- proof that the application fee for permanent resident status has been paid to CIC through the Bank of Canada;
- the identity page from your spouse's passport and any other pages stamped by Canada Border Services Agency or CIC;
- in the absence of a letter from CIC showing your spouse is an applicant for permanent resident status, a print-out from CIC's website showing the receipt date of their application.

Although it may take six to eight months for your spouse to receive permanent resident status from CIC, they may qualify for health coverage sooner upon review of the requested documentation.

Please be aware that once eligibility for coverage is confirmed, your spouse will still need to complete a mandatory wait period which consists of the balance of the month in which residency in BC is established, plus two months, before benefits can begin.

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POLICY\Karen\Spousal applicant immigration.doc

If a sponsorship form has been accepted by Citizenship and Immigration Canada (CIC) on your spouse/child's behalf, providing photocopies of the following will help MSP determine eligibility:

- your spouse/child's current immigration document
- your spouse/child's birth certificate if he or she is a citizen of the United States
- any letters sent by CIC
- proof that the application fee for permanent resident status has been paid to CIC through the Bank of Canada
- the identity page from your spouse/child's passport and any other pages stamped by Canada Border Services Agency or CIC
- pages 1 and 2 from the Citizenship and Immigration Canada (CIC) e-Client Applications Status web site

Client Service Representative

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COVERING A SPOUSE OR CHILD WHO IS AN APPLICANT FOR PERMANENT RESIDENT STATUS IN CANADA

Is My Spouse/Child Eligible for Coverage?

To be eligible for coverage with British Columbia's health care plans, your spouse/child must be a resident of this province. The *Medicare Protection Act* defines a resident as a person who is a citizen of Canada or is lawfully admitted to Canada for permanent residence, makes his or her home in British Columbia, and is physically present in British Columbia at least 6 months in a calendar year, and includes a person who is deemed under the regulations to be a resident but does not include a tourist or visitor to British Columbia.

Based on the preceding, Canadian citizens and persons with permanent resident status in Canada are eligible to apply for benefits. In addition, certain non-permanent residents may be deemed residents and thus be considered eligible; for example, many holders of Study Permits and Work Permits if the permits are valid for six or more months, and many applicants for permanent resident status who are the spouse or child of a resident.

Note: Entitlement cannot be confirmed by the Medical Services Plan (MSP) before a person arrives in British Columbia and makes application for coverage.

How Do I Add My Spouse/Child to My Coverage?

If you are covered by your employer, union or pension plan, contact your benefits office for the appropriate form. If you look after your own coverage, you can obtain an Application for Addition of Family Members from the Internet (www.health.gov.bc.ca/msp), by visiting a Government Agent/BC Access Centre, or by contacting MSP at: Vancouver 604-683-7151, other BC locations: 1-800 663-7100

Most immigration documents, when submitted with the required MSP form, provide sufficient information for MSP to determine whether a person qualifies for benefits. There are circumstances, however, where additional documentation is required. If, for example, a spouse/child has visitor status in Canada and his/her papers do *not* state "Case Type 17" or provide any other indication that permanent resident status has been applied for, the MSP form should be submitted with copies of as many of the following as possible:

- a photocopy of any immigration document he/she may hold
- any relevant letters* issued by Citizenship and Immigration Canada (CIC)
- proof that the application fee for permanent resident status has been paid to CIC through the Bank of Canada
- the identity page of the spouse/child's passport and any other pages stamped by CIC or the Canada Border Services Agency
- a copy of the spouse/child's birth certificate if he/she is a United States citizen.

- pages 1 and 2 from the CIC e-Client Applications Status web site (www.cic.gc.ca) showing the receipt date of the application. (On that web site, click on Check My Application Status.)

The above helps confirm that CIC considers the person to be an applicant for permanent resident status, and helps MSP determine when, if appropriate, coverage should begin.

When Does Coverage Begin?

New (and returning) residents are required to complete a wait period consisting of the balance of the month in which residence in British Columbia is established, plus two months before benefits can begin. The date residency is considered to have been established is determined by this Ministry, based on a number of factors including the type of immigration status held.

For some persons the wait period doesn't start when they arrive in the province - it starts later. For example, a spouse or child may have arrived as a tourist/visitor and later become an applicant for permanent resident status.

If absences from Canada exceed a total of 30 days during the previously mentioned wait period or an absence of more than six months is undertaken within six months of moving to the province, eligibility may be affected.

Benefits During the Wait Period

While a person can receive required medical and hospital services in BC before qualifying for provincial benefits, the entire cost of such services is payable by the person, unless other arrangements for health care insurance have been made. As such costs may be very high, those who plan to move to BC from outside Canada are strongly recommended to make arrangements for health insurance through a private company before arrival, and to maintain that insurance until provincial benefits are available. Of note, private insurance companies have an almost universal policy of *not* covering pre-existing conditions, including pregnancy.

Premiums

Monthly MSP premiums are \$60.50 for one person, \$109 for a family of two and \$121 for a family of three or more. Premium assistance is offered, subject to a residency requirement.

Additional Information

For additional information about MSP including benefits provided, see the web site at: www.health.gov.bc.ca/msp or, for information on other Ministry of Health benefits, see the Ministry's web site at: www.health.gov.bc.ca.

Immigration

Citizenship and Immigration Canada's web site (www.cic.gc.ca) provides detailed information regarding coming to Canada to study or work, immigrating to Canada, and sponsoring a family member for permanent resident status.



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COVERING A SPOUSE OR CHILD WHO IS AN APPLICANT FOR PERMANENT RESIDENT STATUS IN CANADA

Is My Spouse/Child Eligible for Coverage?

To be eligible for coverage with British Columbia's health care plans, your spouse/child must be a resident of this province. The *Medicare Protection Act* defines a resident as a person who is a citizen of Canada or is lawfully admitted to Canada for permanent residence, makes his or her home in British Columbia, and is physically present in British Columbia at least 6 months in a calendar year, or a shorter prescribed period and includes a person who is deemed under the regulations to be a resident but does not include a tourist or visitor to British Columbia.

Based on the preceding, Canadian citizens and persons with permanent resident status in Canada are eligible to apply for benefits. In addition, certain non-permanent residents may be deemed residents and thus be considered eligible; for example, many holders of study permits and work permits if the permits are valid for six or more months, and many applicants for permanent resident status who are the spouse or child of a resident. Tourists and visitors to BC are not eligible for provincial health care benefits.

Note: Entitlement cannot be confirmed over the phone by the Medical Services Plan (MSP). MSP can only determine a person's eligibility for coverage after the person arrives in British Columbia and their application for coverage and immigration documentation has been reviewed.

How Do I Add My Spouse/Child to My Coverage?

If you are covered by your employer, union or pension plan, contact your benefits office for the appropriate form. If you look after your own coverage, you can obtain an MSP Account Change Form from the Internet (www.health.gov.bc.ca/insurance/), by visiting a Service BC Centre, or by contacting MSP at: Vancouver 604-683-7151, other BC locations: 1-800-663-7100.

Most immigration documents, when submitted with the required MSP form, provide sufficient information for MSP to determine whether a person qualifies for benefits. There are circumstances, however, where additional documentation is required. If, for example, a spouse/child has visitor status in Canada and his/her papers do *not* state "Case Type 17" or provide any other indication that permanent resident status has been applied for, the MSP form should be submitted with copies of as many of the following as possible:

- a photocopy of any immigration document he/she may hold
- any relevant letters issued by Citizenship and Immigration Canada (CIC)
- proof that the application fee for permanent resident status has been paid to CIC on-line or through a financial institution
- the identity page of the spouse/child's passport and any other pages stamped by CIC or the Canada Border Services Agency
- a copy of the spouse/child's birth certificate if he/she is a United States citizen.

- pages 1 and 2 from the CIC e-Client Applications Status web site (www.cic.gc.ca) showing the receipt and processing date of the application. (On that web site, click on Check Application Status.)

The above helps confirm that CIC considers the person to be an applicant for permanent resident status, and helps MSP determine when, if appropriate, coverage should begin.

When Does Coverage Begin?

New (and returning) residents are required to complete a wait period consisting of the balance of the month in which residence in British Columbia is established, plus two months before benefits can begin. The date residency is considered to have been established is determined by this Ministry, based on a number of factors including the type of immigration status held.

For some persons the wait period doesn't start when they arrive in the province - it starts later. For example, a spouse or child may have arrived as a tourist/visitor and later become an applicant for permanent resident status.

Ordinarily, the wait period for coverage for a spouse/child that is an applicant for permanent resident status consists of the balance of the month CIC accepts an application for permanent resident status, plus two months. In some circumstances, however, the wait period may begin on the date the application fee for permanent resident status was received by CIC. This is provided there is no significant delay between the fee being paid and the application being received by CIC. Please note that although the wait period may begin based on the date the fee is paid, proof the application has been accepted for processing by CIC is required in order to confirm eligibility.

If absences from Canada exceed a total of 30 days during the previously mentioned wait period or an absence of more than six months is undertaken within six months of moving to the province, eligibility may be affected.

If a person attends a physician without an active CareCard there is a possibility they may be charged for the services at non-resident rates (which are higher than MSP rates). Should it be determined at a later date that the person is eligible for coverage, MSP can only reimburse in accordance with the *MSP Payment Schedule* and the person would be responsible for any additional charges.

Benefits During the Wait Period

While a person can receive required medical and hospital services in BC before qualifying for provincial benefits, the entire cost of such services is payable by the person, unless other arrangements for health care insurance have been made. As such costs may be very high, those who plan to move to BC from outside Canada are strongly recommended to make arrangements for health insurance through a private company before arrival, and to maintain that insurance until provincial benefits are available. Of note, private insurance companies have an almost universal policy of *not* covering pre-existing conditions, including pregnancy.

g. Lapse between documents:

There may be a lapse in the issuance of a subsequent Study or Work permit. Provided the new document is issued by the end of the month following the month the previously held document expired, no lapse in health benefits occurs. If the lapse is longer, it may be because of a backlog at CIC, in this case, transfer to Level 3.

14. Spouse/Dependent Renewal Scenarios

Spouse and dependents may be issued their own documents or they may be listed on the principal document holder's visa as "Accompanying family members."

a. If eligible spouse/dependents of the principal document holder do not hold documents of their own:

Spouse/dependents listed on the account holder's Visa are eligible for benefits as **Visitors**. For those who are applying to continue coverage, there is usually a note on the account confirming the previous eligibility.

If they are not listed, they may still apply for benefits as **Visitors** of the province for one 6 month period. They must supply a copy of their passport showing the ID page and the page showing the date of entry stamp. their status should be entered as V (visitor) in the IMM-VISA TYPE field in R&PB

- if spouse/dependents are listed on the account holder's Visa: CANCEL date field should be filled in with the last day of the month in which the account holder's Visa expires
- if spouse/dependents are not listed on the account holder's Visa and they do not hold immigration documents of their own: CANCEL date field should be filled in with the last day of the month, 6 months from the entry date stamp

b. Immigration Document does not list spouse/dependents:

If an account holder had accompanying family members covered on their MSP account (and is applying for renewal) and the new Immigration Document does not list them, do not renew benefits for the family members. They may have left BC or have documents issued under their own names.

- send a C41 letter indicating the family member(s) in question and the coverage cancellation date
- leave an OUT 4 Note Code indicating that the letter was sent

c. Sponsored spouse/dependent:

Canadian Citizen's or Permanent Resident's spouse/dependents have applied for permanent resident status that has not yet been approved but is being dealt with by CIC, are generally eligible for enrolment under the account holder's plan.

Code 17 on the Visitor Record indicates that application for permanent residence is being dealt with favourably by CIC. Occasionally a Temporary Resident permit with a Case Type code of 86 to 89 is issued instead.

Copies of as many of the following as the family can provide are required:

- spouse's/dependent's current immigration documents (if any)
- spouse's/dependent's birth certificate if a US Citizen
- any letters sent by Citizenship and Immigration Canada (CIC) or pages 1 and 2 from the CIC e-Client Applications Status website
- proof that the application fee for Permanent Resident Status has been paid to CIC through the Bank of Canada
- the ID page from the spouse's/dependent's passport and any other pages stamped by Canada Border Services or CIC (this is required if the applicant does not have a permit of their own)
- marriage certificate if the surname indicated on the application is different than indicated on the birth certificate or proof of Canadian immigration status provided

If the sponsored individual holds an immigration document:

- add an IMM MISC Note Code recording the documentation received

If the sponsored individual does not hold an immigration document:

- these are usually individuals from the United States, in which case a "dummy visa" is created
- VISA TYPE code will be V (visitor)
- ISSUE date is the date the individual became an applicant for Permanent Resident status
- EXPIRY date should be 6 months from the ISSUE date
- add an IMM MISC Note Code recording the documentation received

d. If account holder is Canadian or LIS and the spouse/dependents are on a Work or Study permit:

- update on the appropriate family member's Visa information
- cancel spouse/dependents with Cancel Reason Code D (visa expiry) at the end of the month the permit expires

e. If spouse/dependents are Canadian or LIS and the account holder has a Work or Study permit:

- update the family member's cancel date to coincide with that of the account holder
- cancel spouse/dependents with Cancel Reason Code T (no active subscriber) at the end of the month that the account holder's permit expires

f. If spouse's/dependent's Work or Study permit expires AFTER the account holder's permit expires:

- update the appropriate information but only extend the spouse's/dependent's cancellation date to the same as that of the account holder

15. Spouse/Dependent Renewal Scenarios

Spouse and dependents may be issued their own documents or they may be listed on the principal document holder's visa as "Accompanying family members."

a. If eligible spouse/dependents of the principal document holder do not hold documents of their own:

Spouse/dependents listed on the account holder's Visa are eligible for benefits as **Visitors**. For those who are applying to continue coverage, there is usually a note on the account confirming the previous eligibility.

If they are not listed, they may still apply for benefits as Visitors of the province for one 6 month period. They must supply a copy of their passport showing the ID page and the page showing the date of entry stamp. their status should be entered as V (visitor) in the IMM-VISA TYPE field in R&PB

- if spouse/dependents are listed on the account holder's Visa: CANCEL date field should be filled in with the last day of the month in which the account holder's Visa expires
- if spouse/dependents are not listed on the account holder's Visa and they do not hold immigration documents of their own: CANCEL date field should be filled in with the last day of the month, 6 months from the entry date stamp

b. Immigration Document does not list spouse/dependents:

If an account holder had accompanying family members covered on their MSP account (and is applying for renewal) and the new Immigration Document does not list them, do not renew benefits for the family members. They may have left BC or have documents issued under their own names.

- send a **C41** letter indicating the family member(s) in question and the coverage cancellation date
- leave an **OUT 4** Note Code indicating that the letter was sent

c. Sponsored spouse/dependent:

Canadian Citizen's or Permanent Resident's spouse/dependents have applied for permanent resident status that has not yet been approved but is being dealt with by CIC, are generally eligible for enrolment under the account holder's plan.

Code **17** on the Visitor Record indicates that application for permanent residence is being dealt with favourably by CIC. Occasionally a Temporary Resident permit with a Case Type code of **86** to **89** is issued instead.

Copies of as many of the following as the family can provide are required:

- spouse's/dependent's current immigration documents (if any)
- spouse's/dependent's birth certificate if a US Citizen
- any letters sent by Citizenship and Immigration Canada (CIC) or pages 1 and 2 from the CIC e-Client Applications Status website

- proof that the application fee for Permanent Resident Status has been paid to CIC through the Bank of Canada
- the ID page from the spouse's\dependent's passport and any other pages stamped by Canada Border Services or CIC (this is required if the applicant does not have a permit of their own)
- marriage certificate if the surname indicated on the application is different than indicated on the birth certificate or proof of Canadian immigration status provided

If the sponsored individual holds an immigration document:

- add an **IMM MISC** Note Code recording the documentation received

If the sponsored individual does not hold an immigration document:

- these are usually individuals from the United States, in which case a "dummy visa" is created
- VISA TYPE code will be V (visitor)
- ISSUE date is the date the individual became an applicant for Permanent Resident status
- EXPIRY date should be 6 months from the ISSUE date
- add an **IMM MISC** Note Code recording the documentation received

d. If account holder is Canadian or LIS and the spouse/dependents are on a Work or Study permit:

- update on the appropriate family member's Visa information
- cancel spouse/dependents with Cancel Reason Code **D** (visa expiry) at the end of the month the permit expires

e. If spouse/dependents are Canadian or LIS and the account holder has a Work or Study permit:

- update the family member's cancel date to coincide with that of the account holder
- cancel spouse/dependents with Cancel Reason Code **T** (no active subscriber) at the end of the month that the account holder's permit expires

f. If spouse's/dependent's Work or Study permit expires AFTER the account holder's permit expires:

- update the appropriate information but only extend the spouse's/dependent's cancellation date to the same as that of the account holder
- cancel spouse/dependents with Cancel Reason Code **D** (visa expiry) at the end of the month the account holder's permit expires

Since the focus of the program is for holders to travel in this country, and work only if they choose, participants are generally not eligible for health care benefits. Coverage can, however, be provided if the document is valid for six or more months (most are valid for one year) and we have confirmation of employment. Acceptable confirmation is a copy of the individual's employment contract or a letter from the employer stating the dates employment started and is expected to end.

When a request for coverage is received but it is not known if the client is eligible, based on the above requirements, handle as follows:

- . Set up coverage and cancel as of the effective date, cancel reason "F".
- . Add a note to explain ineligibility
- . Send an R10 letter (explaining eligibility requirements and asking for confirmation of employment).

VISITOR RECORD/TEMPORARY RESIDENT VISA

Generally, individuals who hold a Visitor Record or Temporary Resident Visa only are not eligible for health care benefits. The following sub-sections discuss possible exceptions. Also see Deemed Residency in Section 2 of this manual.

See the charts at the end of this section for help in determining eligibility and effective dates.

. spouse or child holds Visitor Record/Temporary Resident Visa

If the account holder has a Work or Study Permit, and the spouse or child holds a Visitor Record/Temporary Resident Visa he or she is eligible to be enrolled.

Note: Refer to a Visa specialist if CIC or Canada Customs stamps a passport with "visitor".

. spouse or child with has applied for permanent resident status

A resident's spouse or child who has applied for permanent resident status, that has not yet been approved, but is being dealt with by CIC, is generally eligible for enrollment under the account holder's plan.

Code 17 on the Visitor Record indicates that application for permanent residence is being dealt with favourably by CIC. Occasionally, a Temporary Resident Permit with a code of 86 to 89 is issued instead.

If eligible, enrollment would start on the first day of the third month following issuance of the immigration document that indicates the individual has applied for permanent resident status.

Also see Sponsored Spouse or Children in this section.

If an application is received from the client, together with the Temporary Resident Permit, there should be enough information on the database to show the client's eligibility.

Enrollment would start on the first day of the third month following either the arrival date, or the issuance of the Temporary Resident Permit, whichever is *later*.

Refer to charts at the end of this section.

SPONSORED SPOUSE OR CHILDREN

.act and regulations

These individuals meet paragraphs (b) and (c) of the definition of resident, but not (a) - they are not citizens of Canada or lawfully admitted to Canada for permanent residence; however, 2(e) of the Regulations allows for enrollment by including:

"a person who is a spouse or child of a resident if the person meets the criteria under paragraphs (b) and (c) of the definition and

- (i) the resident has filed with Citizenship and Immigration Canada an undertaking to assist the person and paid the fee required by Citizenship and Immigration Canada, and
- (ii) the application of the person for permanent resident status remains active;"

.forms and documents required

Advise the beneficiary that we need the appropriate MSP form to be completed and as many of the following as the family can provide, in order to determine eligibility:

- . Current immigration document(s) if held by the spouse/child
- . Any letters sent by CIC. The client should have an "exemption/waiver" letter or its equivalent
- . Proof that the application fee for permanent resident status has been paid to CIC through the Bank of Canada, and
- . The identity page from the individual's passport and any other pages stamped by CIC or Canada Customs and Revenue Agency.

In addition, if the spouse or child is from the USA, a copy of the birth certificate is requested as the individual may not hold immigration documents.

If no letters have been issued by CIC that would indicate a spouse or child is an applicant for permanent resident status, the family can provide a printout from CIC's web site (www.cic.gc.ca) that provides this information. From the web site the individual accesses "On-line Services" and then "e-Client Application Status".

. setting up coverage

The effective date of benefits is based on when CIC's records show the individual became an applicant for permanent resident status. MSP endeavours to provide the earliest possible effective date. Normally the wait period starts on the date of the CIC letter, but there are circumstances under which it starts on the date the receipt of payment was issued. Refer to a Visa specialist if required.

If the person does not have an immigration document, visitor status is set up with an issue date that equals the date the person became an applicant for permanent resident status and an expiry date that allows for six months coverage.

For example, if the person became an applicant for permanent status on April 15, 2003, and coverage is effective July 1, 2003, the document type would be "V" visitor, with an issue date of April 15, 2003, and an expiry date in December 2003. The cancellation date would be December 31, 2003, reason "D", document expired. A note code is added to describe the circumstances.

Note: The sponsored individual must meet MSP's definition of a spouse or child.

. follow-up

A letter to the account holder that confirms enrollment of the spouse or child is sent. The letter must ask for an immigration document as soon as it is received (or within 7 days of the cancel date). If the individual has not been issued permanent residence or a document that would qualify him/her for coverage by that date, MSP must be contacted with the specifics in order that an extension of enrollment may be considered.

PERSONS DOCUMENTED UNDER NAFTA

Individuals documented under the North American Free Trade Agreement (NAFTA) are either US or Mexican citizens, working in Canada on a temporary basis. The four categories are:

- . Business visitors
- . Traders and investors
- . Professionals
- . Intra-company transfers.

Business visitors do not qualify for enrollment. They are in Canada for a short time, documented on a Visitor Record/Temporary Resident Visa, and are paid by their home country.

Traders/Investors, Professionals, and Intra-company transfers. These individuals are eligible for enrollment provided they hold Work Permits at the time of admission to Canada, valid for six or more months.