

## Accepting a contract

If you accept a contract position with an ASEBP participating employer or other school jurisdiction and become eligible for benefits through that contract, you must complete a *Change Application for Substitute Teachers and Casual Staff* form **within 15 days of accepting the contract to suspend coverage.** When your contract comes to an end, if you wish to re-enrol in ASEBP STACS benefits, you must submit another *Change Application for Substitute Teachers and Casual Staff* **within 15 days of the end of your contract** to ensure there is no break in your benefit coverage.

If you do not complete the form within these time frames late applicant provisions will apply.

## Manage your benefits online

Once you have received your ASEBP ID card, you should register for a My ASEBP account. To do so, simply visit [www.asebp.ab.ca/myasebp](http://www.asebp.ab.ca/myasebp) and click on the Register button.

Enter your information, create your password and security questions and complete your registration by clicking on the confirmation link in the email you will receive.

Your My ASEBP account provides you with access to your claims history, coverage details, a Drug Inquiry Tool to look up what medications are covered by your ASEBP benefits and reliable health information via Apple-a-Day—a secure online health information resource available exclusively to you.

After you've registered for a My ASEBP account, you can also utilize our mobile app! It provides you with tools that allow you to easily manage your benefits on-the-go. Download it from the Apple App Store or Google Play, today!

## Questions

Please contact an ASEBP Benefit Specialist:

Phone: 780-431-4786

Toll-Free: 1-877-431-4786

Email: [benefits@asebp.ca](mailto:benefits@asebp.ca)  
[www.asebp.ca](http://www.asebp.ca)



benefits for  
substitute teachers and casual staff





**ASEBP strives to be the recognized leader for Alberta's public education sector in providing comprehensive health benefits and related services.**

### Your choice

As a substitute teacher or casual staff (STACS) member, your benefit package choices are:

#### PACKAGE 1

\$25,000 Life Insurance, \$25,000 Accidental Death and Dismemberment Insurance (AD&D), and Extended Health Care (EHC) Plan 2

#### PACKAGE 2

\$50,000 Life Insurance, \$50,000 AD&D, EHC Plan 2

Each package is available with either single coverage (only for you, the ASEBP covered member), or family coverage (for you and your spouse/dependants).

It is important to understand that when selecting either package, you will have to participate in all benefits (Life Insurance/AD&D/EHC) within that package.

Dental Care Plan 2 is an optional benefit that may be added to either package, but is not available on its own. If you choose to add Dental Care coverage at a later date, after you've already enrolled in benefits, you and your dependants will be considered late applicants and will be subject to deductibles for the first 12 months.

### Applying for benefits

You are eligible to apply for benefits if you are:

- on an ASEBP participating employer's roster of substitute teachers (participating employer's teacher group must have ASEBP benefits) or are in a casual staff pool;
- under age 65 (up to age 70 if actively working past the age of 65);
- a resident of Canada; and
- ineligible for group employment benefits through an ASEBP participating employer or other school jurisdiction and not participating in ASEBP Early Retiree Benefits.

If you fit this description and are interested in enrolling in benefits, please complete the *Declaration and Benefits for Substitute Teachers and Casual Staff Application* form and submit it to ASEBP **within 31 days** of being placed on a substitute teacher roster or casual staff list.

You can obtain a form from our website, [www.asebp.ca](http://www.asebp.ca), under the Forms tab, or you can contact an ASEBP Benefit Specialist.

### Late applicants

If your completed form is not received by ASEBP within 31 days of being placed on the substitute teacher roster or casual staff list, you and your dependants, where applicable, will be considered late applicants. You may apply for benefits as a late applicant, but you will need to provide medical evidence of good health and other restrictions will apply. The *Medical Evidence of Good Health - Substitute Teachers and Casual Staff* form is available on our website or by contacting an ASEBP Benefit Specialist.

### Your coverage

More information about STACS coverage can be found on the ASEBP website, [www.asebp.ca](http://www.asebp.ca), under the Benefits and Services tab.

