



Business Administrator
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To: CSEA Employees
From: Kimberly Vile
Date: June 1, 2019
Re: 2019-2020 CSEA Dental and Vision Reimbursement Benefit FAQs

Who is eligible?

CSEA employees who have completed one calendar year of service may be eligible to participate in this benefit. Spouses and dependent children up to age 19 (age 26 if full-time student) may also be covered by the plan.

What is the cost?

There is no cost for Individual coverage for either plan.
The Family Vision is \$4.00 per paycheck and the Family Dental is \$8.00 per paycheck (22 pays per year/payroll deductions begin September 6.)

What are the benefit amounts?

Reimbursement amounts are up to \$550.00 per person for Dental and up to \$300.00 per person for Vision per school year (July 1-June 30.)

How am I reimbursed?

You will submit a copy of an itemized bill showing all services provided, charges, and any payments made. **Please note that if your spouse has dental/vision insurance, that would be considered your primary coverage, and charges must be presented to them first. Services not covered by that insurance may be submitted for reimbursement. Please attach the Explanation of Benefits identifying the unpaid charges.**

How do I sign up?

We must have a completed enrollment form on file for each individual/family. If you have previously enrolled, you do not need to complete a new enrollment form unless you are making changes.

Enrollment forms for both plans can be found on the Cortland website under District Offices/Business Office/Health Insurance & Benefits, or may be emailed or interofficed upon request.

What if I have other questions?

Please contact Jen Storey, Payroll Coordinator, at jstorey@cortlandschools.org or 607-758-4122 with any additional questions or concerns.

All enrollment forms must be returned by June 14, 2019.