



Payroll Coordinator
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To: CSEA Employees
From: Jen Storey
Date: October 1, 2021
Re: CSEA Dental and Vision Benefit/Effective January 1, 2022

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 to the employee for Individual coverage for either plan. The Family Dental is \$176 per year and the Family Vision is \$88 per year, paid via payroll deduction.

What are the benefit amounts?

Benefit amounts are up to \$550.00 per person for Dental, with a family maximum of \$2000 annually, and up to \$300.00 per person for Vision, per calendar year, beginning January 1.

How do I use this benefit?

Participants will be issued a "smart" card to present to the dental or vision provider at the time of service. **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 eligible for payment.** Reimbursement requests may also be manually submitted. Funds on the card will be tracked separately for dental, vision, and FLEX spending amounts. Please login to the ProFlex website to view your transactions and balances.

How do I sign up?

A completed enrollment form must be on file for each individual/family. 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. Employees may participate in one or both plans, but the employee must be enrolled in order to register dependents.

All enrollment forms for the 2022 calendar year must be submitted by November 15, 2021.

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