

To: AEA Members, Non Represented Employees, Share Time Teachers

For your dental claim to be processed, the reimbursement form must be completely filled out with a paid receipt for services attached to the back (one form for each family member). If you are submitting claims for more than one family member, but all payments are on the same receipt, please make a copy of the receipt and attach to each claim form.

Covered expenses included two cleanings and one set of x-rays per year. Bleaching and veneers will not be covered. The maximum for orthodontics is \$1,000.00 per year. The maximum for implants will be \$1,500.00.

The first \$400 in claims for each family member will be reimbursed as the claims are received following the schedule below. For all balances over the \$400, the prorated payout will take place in late August of 2018. You may submit up to \$2500 per family member for services from July 1, 2018 through June 30, 2019. Of the \$2500 submitted, up to \$1000.00 of it may be for orthodontics for each individual.

All reimbursements will be paid through payroll.

Forms due to HR by:**Check Issued:**

Friday, September 7, 2018	Friday, September 21, 2018
Friday, October 5, 2018	Friday, October 19, 2018
Friday, November 2, 2018	Friday, November 16, 2018
Friday, November 30, 2018	Friday, December 14, 2018
Friday, January 11, 2019	Friday, January 25, 2019
Friday, February 8, 2019	Friday, February 22, 2019
Friday, March 8, 2019	Friday, March 22, 2019
Friday, April 5, 2019	Friday, April 19, 2019
Friday, May 3, 2019	Friday, May, 17, 2019
Friday, June 14, 2019	Friday, June 28, 2019

****No monthly checks will be issued in the months of July and August. ****

Please submit all claims to Phyllis Fairbairn in the Human Resources office

Mail to: 2940 Waukegan Street, Auburn Hills, MI 48326

Scan and Email to: phyllis.fairbairn@avondale.k12.mi.us

Fax to: 248-537-6073