

**To: AVPE Members**

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 include two (2) cleanings and one set of x-rays per year. Bleaching, implants and veneers will not be covered. Maximum for orthodontics is \$100.00 per year. You may submit up to \$1500 per family member for services from July 1, 2018 through June 30, 2019.

The first \$200 in dental claims for each family member will be reimbursed as the claims are received following the schedule below. For all balances over the \$200, the prorated payout will take place in late August or Early September of 2019. **All reimbursement requests must be received no later than July 10, 2019.**

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 Heather Pastori in the Human Resources office**

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

**Scan and Email to:** [heather.pastori@avondale.k12.mi.us](mailto:heather.pastori@avondale.k12.mi.us)

**Fax to:** 248-537-6073