

VISION CARE PLAN CLAIM FORM

To receive your Vision Care Plan reimbursement, please complete the lower portion of this claim form and send the entire form, along with an **original itemized receipt** to our offices at either of the addresses listed below:

CAMPUS MAILING ADDRESS:	U.S. MAILING ADDRESS:
University Human Resources Administrative Services Building II George H. Cook Campus (848) 932-3020	Rutgers, The State University of New Jersey University Human Resources 57 U.S. Highway 1 New Brunswick, NJ 08901-8554

IMPORTANT INFORMATION NEEDED FROM YOU:

- 1) An **original itemized receipt** should include the following:
 - Name of the person receiving the lenses or contacts;
 - Date of lens purchase;
 - **Cost of lenses** (must be shown **separately** from frames, eye exam or fittings);
 - **Type of lenses** (e.g. single-vision, bifocals, trifocals, contacts);
 - Name of optometrist or provider.
- 2) You and each of your eligible dependents are entitled to receive one reimbursement for lenses purchased in a designated two-year contract period. Up to \$45 may be reimbursed for the purchase of single-vision lenses or contacts, and up to \$50 for bifocal / trifocal lenses or contacts. For all contact lenses, 1 box per eye will be reimbursed.
- 3) **At this time, legacy UMDNJ employees are not eligible to participate in the Rutgers Vision Care Program.**

NOTE: Your claim CANNOT be processed without an original receipt that itemizes the above information.

PLEASE COMPLETE THE FOLLOWING:

Employee's Name: _____ Employee ID #: _____

Campus Department / Address: _____

Name of Person Receiving Lenses: _____

Relationship to employee (please check):

Self Spouse Child Civil Union / Domestic Partner Civil Union / Domestic Partner's Child

If for Spouse, Child, Civil Union/Domestic Partner or Civil Union/Domestic Partner's Child, his/her date of birth: _____

Lens Purchase Date: _____ Lens Cost: _____

(DO NOT INCLUDE COST OF FRAMES OR EXAM)

Type of lenses (please check): Single-Vision Bifocals Trifocals Contacts

Employee's Signature: _____ Date: _____

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FREQUENTLY ASKED QUESTIONS

Who is eligible?	<ul style="list-style-type: none"> • Regularly appointed full-time faculty / staff <u>in legacy Rutgers positions</u> • Legal spouse or registered same-sex civil union or same-sex domestic partner of eligible employee • Eligible children until the end of the year in which the 26th birthday occurs • <u>Rutgers employees in legacy UMDNJ positions, as well as their spouses, dependent children, and civil union / domestic partners are NOT currently eligible for to participate in the Vision Care program.</u>
When can new employees use the program?	<p>Academic Year – 10 month employees with a September 1 hire date are eligible September 1st.</p> <p>Calendar Year – 12 month employees are eligible after 2 months of continuous employment (i.e. August 15 hire date = October 15 effective date)</p>
What are the benefits?	<ul style="list-style-type: none"> • Up to \$45 reimbursement for purchase of single-vision eyeglasses or contact lenses • Up to \$50 reimbursement for purchase of bifocal or trifocal lenses or contact lenses <p>* - For all contact lenses, 1 box per eye will be reimbursed, up to \$45 for single-vision contacts and up to \$50 for bifocal / multifocal contacts</p>
Is there a monthly premium?	No, this plan is provided at no cost to employees.
How often can an eligible member be reimbursed?	Once every 2-year contract period Current contract period = July 1, 2015 – June 30, 2017
How do I submit a claim?	Complete the claim form (reverse side) according to instructions and return to University Human Resources
How long does it take to receive reimbursement?	Please allow 3 – 4 weeks for processing.
Is the reimbursement taxable income?	No, reimbursements are not taxable.
When does coverage terminate?	<p>Academic Year – 10 month employees – coverage is suspended July and August, and resumes September 1 if reappointed</p> <p>Calendar Year – 12 month employees – coverage continues until the end of the month of the last day in active pay status.</p>