





## **Frequently Asked Questions:**

Who is eligible for the Retiree Health Insurance Stipend?

Full-time Village of Park Forest employees who retire with 20 or more years of service.

When does the stipend begin? When does it end?

The first year of your retirement, your annual stipend will be pro-rated based on the months retired in that calendar year. The stipend ends at age 65 or after 10 years.

What if I keep my medical insurance after I retire? Can I use the stipend?

If you choose to keep medical insurance with the Village, the annual stipend will be used to reduce your medical premiums over the calendar year. The per month stipend cannot exceed the annual stipend amount divided by 12 months. Dental and Vision premiums are not eligible.

What can be turned in for reimbursement?

Co-pays, out-of-pocket prescription costs, and other valid receipts showing itemized description of service/product are eligible and will be reimbursed through Accounts Payable by completing this form and submitting all documentation to Human Resources. Medical insurance premiums with another employer are also eligible. These can be submitted by providing check stubs with the premiums highlighted or circled. A completed form is also required with this documentation and must be submitted to Human Resources. Payment for either of these requests will be made within 30 calendar days based on A/P and/or Payroll schedules.

What does my receipt or invoice need to show in order to get reimbursed?

- (1) Date service was received or purchase was made
- (2) Description of service or item purchased
- (3) Dollar Amount
- (4) Provider or store name

Who is eligible to turn in receipts for my stipend?

The retiree, their spouse, and their dependent child(ren) up to age 26 are eligible members to turn in medical receipts. The form must be signed by the retiree. A spouse's signature or no signature on the form will result in the form being rejected.

How many times a year can I turn in reimbursements?

Retirees should keep a record or folder of their receipts throughout the year. For administrative purposes, a maximum of 4 times per calendar per retiree is allowed.

When is the latest I can turn in a request for the previous calendar year?

Request for reimbursement for a previous calendar year must be turned in by March 31st of the preceding year.