

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #49 DENTAL PLAN REIMBURSEMENT FORM**

TEACHER  SUPPORT STAFF  ADMINISTRATOR  TECH II/TECH III  OTHER

EMPLOYEE NAME: \_\_\_\_\_ SSN \_\_\_\_\_ \*required

SCHOOL NAME/LOCATION: \_\_\_\_\_

CHECK: SELF  SPOUSE  CHILD(REN)

PATIENT NAME: \_\_\_\_\_ SSN \_\_\_\_\_ \*required

\_\_\_\_\_ SSN \_\_\_\_\_ \*required

BIRTHDATE OF CHILD: \_\_\_\_\_ AGE \_\_\_\_\_  
mm/dd/yy

\_\_\_\_\_ AGE \_\_\_\_\_

AMOUNT FOR ORTHODONTIC WORK ONLY: \_\_\_\_\_

TOTAL BILL: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

RECEIPT FROM DENTAL OFFICE AND PROOF OF PAYMENT MUST BE ATTACHED. THE SUPERINTENDENT MAY REQUIRE ADDITIONAL INFORMATION IF NEEDED.

ADMIN/TEACHER: FIRST \$200.00 (TEACHER) or \$150.00 (TECH II) REIMBURSED AT 100% FOR EACH COVERED TECH II/TECH III PERSON (CHILDREN UNDER 22 YEARS). REMAINING AMOUNT REIMBURSED AT 50%. MAXIMUM OF \$1800.00 IN BILLS CAN BE SUBMITTED PER FAMILY PER YEAR, ORTHODONTIC WORK MAXIMUM \$1000.00 PER PERSON REIMBURSED AT 50% (\$500.00 REIMBURSABLE) LIFETIME. THE FIRST \$200/\$150.00 PER PERSON AND ORTHODONTIC WORK IS INCLUDED IN THE \$1800.00 PER FAMILY PER YEAR.

SUPPORT STAFF: FIRST \$200.00 REIMBURSED AT 100% FOR EACH COVERED PERSON (CHILDREN UNDER 18 YEARS). REMAINING AMOUNT REIMBURSED AT 50%. MAXIMUM OF \$1500.00 IN BILLS CAN BE SUBMITTED PER FAMILY PER YEAR, ORTHODONTIC WORK MAXIMUM \$750.00 PER PERSON AT 50% (\$375.00 REIMBURSABLE) LIFETIME. THE FIRST \$200.00 PER PERSON AND ORTHODONTIC WORK IS INCLUDED IN THE \$1500.00 PER FAMILY PER YEAR.

\*\*\*\* PROVIDING FALSE OR INACCURATE INFORMATION MAY RESULT IN IMMEDIATE TERMINATION OF EMPLOYMENT

\*\*\*\* DENTAL CLAIMS MUST BE SUBMITTED WITHIN:

60DAYS OF PAYMENT-TEACHERS, TECH III/TECH III, ADMINISTRATORS 30DAYS OF PAYMENT- SUPPORT STAFF

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**\*\*To allow for processing time, all forms must be submitted to the Business Office by the Friday morning preceding a payday for it to be paid on the upcoming payday. \*\***

Plan year is July to June for all groups.