

**To: Non Rep 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 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 \$600 in claims for each family member will be reimbursed as the claims are received following the schedule below. For all balances over the \$600, the prorated payout will take place in late August of 2025. You may submit up to \$2500 per family member for services from July 1, 2024 through June 30, 2025. 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 6, 2024

Friday, September 27, 2024

Friday, October 4, 2024

Friday, October 25, 2024

Friday, November 1, 2024

Friday, November 22, 2024

Friday, December 6, 2024

Friday, December 20, 2024

Friday, January 3, 2025

Friday, January 17, 2025

Monday, February 3, 2025

Friday, February 28, 2025

Friday, March 7, 2025

Friday, March 28, 2025

Friday, April 4, 2025

Friday, April 25, 2025

Friday, May 2, 2025

Friday, May 23, 2025

Friday, June 6, 2025

Friday, June 20, 2025

FINAL PAYOUT FOR 2024-2025 SCHOOL YEAR FOR SERVICES AND PAYMENT BEFORE July 1, 2025

Monday, July 10, 2025

August 15, 2025

**Please submit all claims to Annamaria Wyman in the Human Resources office**

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

**Scan and Email to:** [dentalclaims@avondaleschools.org](mailto:dentalclaims@avondaleschools.org)