

Office of Human Resources and Equal Opportunity

URGENT!!! YOUR RESPONSE IS REQUIRED BY MARCH 15, 2012

- Medicare reimbursement checks will stop unless you return proof of Medicare payment by March 15, 2012
- 2012 Annual Retiree Survey Form must be completed regardless of your Medicare eligibility
- 2012 Retiree Data Update Form must be updated if you wish to provide the District with two alternative contacts

TO: All District Retirees, Surviving Spouses and Eligible Dependents

FROM: Christine Vo, Benefits Manager

DATE: February 20, 2012

The purpose of this letter is to inform you about Medicare and to notify you about our annual retiree survey to update our records. Additionally, we are collecting two alternative contacts from you for emergency purposes. Please complete all forms, answer the survey questions regardless of your Medicare eligibility and return the survey to the Office of Human Resources no later than Thursday, March 15, 2012.

Pursuant to the *Agreements* with the bargaining units and other employee groups, you are <u>required</u> to sign up for Medicare Part B if you are eligible. Each retiree and every eligible dependent shall notify the District of his/her Medicare eligibility. It is the sole responsibility of the retired employee and his or her eligible dependents to apply for and satisfy the requirements of Medicare.

Failure to comply with these policies can result in penalties and the permanent loss of your District-sponsored medical coverage. You must maintain continuous enrollment in Part B and have complied with District's Medicare requirements to be eligible for reimbursement. For Medicare enrollment and eligibility information, call Social Security at 1-800-772-1213

MEDICARE PREMIUM REIMBURSEMENT: The District will reimburse retired employees and eligible dependents for the cost of optional Medicare, Part B on a quarterly basis (March, June, September, and December). For 2012, the standard reimbursement rate for Medicare Part B premium is \$99.90 for most beneficiaries. For complete information regarding Medicare eligibility or premium Part B reimbursement process, please refer to the attached 2012 Medicare Fact Sheet.

What is New? Starting January 1, 2012, members who submitted proof(s) of Medicare Part B payment to the District by March 15th will be eligible to receive the first quarter reimbursement (January – March premium) on April 15th. Proofs of payment received by the District between March 16-31 will be processed along with the Second Quarter payment (April –June) for checks distribution scheduled on July 15th to include refund for the first 6 months (January-June). There shall be no retroactive payment for late notice.

Action Required for Non Medicare-Eligible Members (Under age 65)

- 1. Complete the 2012 Annual Retiree Survey Form
- 2. Complete the **2012 Retiree Data Update Form**
- 3. Return the paperwork to the District Human Resources Office by Thursday, March 15, 2012.

Action Required for Non Medicare-Eligible Members (Age 65 or older)

- 1. Complete the 2012 Annual Retiree Survey Form
- 2. Complete the 2012 Retiree Data Update Form
- 3. Provide a Letter from the SSA to certify your non-Medicare Status for 2012
- 4. Return the paperwork to the District Human Resources Office by Thursday, March 15, 2012.

Action Required for Medicare CONTINUING Participants:

- 1. Complete the 2012 Annual Retiree Survey Form
- 2. Complete the **2012 Retiree Data Update Form**
- 3. Provide a proof of the 2012 Medicare Part B Monthly premium payment.
- 4. Return the paperwork to the District Human Resources Office by Thursday, March 15, 2012.

Action Required for NEW Medicare Participants:

- 1. Complete the 2012 Annual Retiree Survey Form.
- 2. Complete the 2012 Retiree Data Update Form
- 3. Provide a copy of the Center of Medicare and Medicaid Services (CMS) Determination "AWARD" Letter indicates Name, SSN, date of Medicare eligibility, and Medicare Part B monthly premium for 2012.

<u>NOTE</u>: For non-Social Security pensioner, you may submit a copy of the <u>cashier check</u> that you use to pay for the first quarterly Medicare Part B premium and the initial Medicare Part B invoice as proof of payment in lieu of the above CMS Award Letter.

- 4. Provide a copy of the **Medicare ID card(s) for both Retiree & Spouse/Domestic Partner** (to complete our master file for Medicare Crossover Program).
- 5. Return the paperwork to the District Human Resources Office no later than the last day of the month that you became eligible for Medicare.

NOTE: It is imperative that you notify the District immediately upon qualifying for Medicare. You must submit proof of Medicare eligibility and payment in a timely manner. Reimbursement is not retroactive.

If you have any questions regarding MEDICARE ELIGIBILITY and PART B QUARTERLY REIMBURSEMENT, please contact **Benefits Unit** via email: **MyBenefits@fhda.edu.**

NOTE: If you wish to receive a confirmation notice regarding your mailing to us, please send your mail via certified mail, or request confirmation via email to: **MyBenefits@fhda.edu**. Please allow up to 72 hours for a reply. Unfortunately, due to limited resources, we cannot confirm by phone. Thank you.

Please submit all completed forms including proof of Medicare part B payment to:

Foothill-De Anza Community College District
Attn: Benefits Unit
12345 El Monte Rd
Los Altos Hills, CA 94022

Email: MyBenefits@fhda.edu Fax: (650) 949-2831

HR Benefits Web Page: http://hr.fhda.edu/benefits