



BENEFITS

2024 CASH IN LIEU REQUIREMENTS & DATES

Employees who wish to receive cash in lieu in 2024 must complete a medical waiver form ([CalPERS HBD-12](#)) and provide proof of enrollment in another group medical plan. These requirements are in place whether it is your first time receiving cash in lieu or if you wish to continue receiving cash in lieu.

Proof of Other Coverage

You will need to provide proof of current enrollment on another group health plan, which provides minimum essential coverage, for you & your tax dependents. You must submit this proof of coverage during the open enrollment period of **September 18 – October 13, 2023**.

These are some options of what the district will accept as proof of other coverage:

- A letter from the other company's HR department stating that you & your tax dependents are currently enrolled in medical coverage
- A screenshot from the other employer's online benefits platform showing that you & your tax dependents are currently enrolled in medical coverage
- A letter from the insurance carrier confirming current coverage for you & your tax dependents
- A screenshot from the insurance carrier's website showing current medical coverage for you & your tax dependents

You will need to submit the required proof of other coverage in order to continue receiving cash in lieu as of January 2024. You will be ineligible for cash in lieu until you complete the (re)certification process.

Where to Submit Your Forms

Please submit your forms to the Benefits Office in Human Resources. You can return your forms in any of the following ways:

- Upload to SmartBen: Click on the *Required Documents* link from the landing page
- Email: tracey.frizzell@wvm.edu