



CDAA Members,

It's that time of the year again to prepare your request for your 2023 reimbursement of health insurance premium payments paid in 2022 to the College of DuPage Human Resources Department!

Depending on what contract or “deal” was in place at the time that you retired, you **may** be eligible to receive **partial** reimbursement for your out-of-pocket health care insurance costs.

If you are unclear whether you are eligible to receive reimbursement for health insurance, please contact the HR Department at the College of DuPage (630) 942-3030. **Do not contact them until December 1, 2022.** CDAA has no legal authority to obtain this information for you.

To help guide you through this process, the CDAA contacted the COD’s HR Department and asked for information on documentation and procedures. Below you can find the procedure. Due to COVID-19 precautions the College of DuPage HR department is still working from home. It would be best to scan your documents and email them as opposed to using U.S. Mail.

Timeline: Please note: Any submissions done before December 1, 2022 will be returned.

Submit documents December, 2022 thru March 31, 2023

Processing will begin in January, 2023

Allow 60 days for processing

Acceptable documents are:

Note: Documents must support the period of time in which you are seeking payment, and the retiree’s name must appear on all documents

- Premium notices, canceled checks
- Letter from the insurance provider or spouse’s employer showing proof of coverage and cost
- Medicare plan Parts A & B statements
- Social Security – Benefit Verification Letter by logging into SSA website and your account
- SSA-1099 Form for the year that you are requesting reimbursement
- SURS statements (can be requested by contacting SURS at (800) 275-7877 or by logging onto the SURS website at www.surs.org) and connecting with CMS

Where to Send:

Email the scanned and attached document(s) to: retireebenefits@cod.edu

Mail to: College of DuPage - Human Resources - 425 Fawell Ave - Glen Ellyn, IL 60137

Fax to: Retiree Benefits - (630) 942-4027