

**RETIREE BILLING**

The District provides subsidized health insurance for eligible retirees and their dependents. For those retirees whose premiums are not 100 percent District-covered, or who opt-in to District dental or vision coverage, the following billing procedure shall apply.

1. Monthly or quarterly invoices will be sent to each retiree by District Office Payroll; these invoices are generated through the District's enterprise resource planning (ERP) system and create a receivable on the retiree's account and the balance sheet. The payment is considered due upon receipt of the invoice.
2. Payments from retirees will be credited against the invoice within the ERP system by District Office Accounting, clearing the receivable.

Accounts past due are subject to immediate termination. Payments made on past due accounts shall be applied to the oldest open invoice in the ERP system. Notice of past due accounts shall include the following.

1. After 30 days past due, a follow-up letter from District Office Payroll shall be sent to the retiree with a copy of the past due invoice and repayment terms attached.
2. After 60 days past due, a second follow-up letter from District Office Payroll shall be sent to the retiree.
3. After 90 days past due, a certified letter shall be sent from District Office Payroll to the retiree, which shall include the account balance immediately due. Accounts 90 days past due may be terminated.
4. Accounts 120 days past due shall be terminated.

Retirees whose benefits have been terminated for non-payment may petition to re-enroll in District benefits during the next open enrollment period once the account is paid in full.