

Procedures for Reimbursements

All eligible retirees and their covered dependents may be reimbursed for allowable healthcare expenses that were covered by the applicable previous Healthcare Plans but are not covered under the current Peralta Healthcare Plan for retirees.

The District is committed to processing retiree reimbursement requests in a timely and efficient manner and has established standard timelines to support consistent service delivery. While every effort will be made to meet these timelines, they are not guaranteed and may be affected by factors such as volume of requests, completeness of submitted documentation, and operational constraints.

Retirees are encouraged to submit all required materials accurately and promptly to help avoid delays. The District reserves the right to extend processing timeframes as necessary to ensure proper review and compliance with applicable policies and regulations.

The procedures for reimbursement are as follows:

1. Claims for reimbursement must be submitted within one calendar year from the date of service. Date of service means the date you visited the provider, not the date you received the bill.
2. Retirees must include all receipts and other relevant documents that include the date of service, proof of payment, and the services received. Proof of payment must include a description of the actual services received. The retiree must complete the claim form provided by Human Resources and attach all relevant documents. The claim form must be submitted to Human Resources either in person, via email to dannelthompson@peralta.edu or by mail to:

**Peralta Community College District
Human Resources
333 East 8th Street
Oakland, CA 94606**

3. Within 60 working days of submission of a completed claim, the claimant will receive full reimbursement. If the claim is denied or not fully reimbursed, Human Resources will send the claimant a written explanation explaining why the reimbursement was not fully funded or was denied;
4. If the full reimbursement, or the reason(s) for not funding it, is not made within 60 working days, claimant may notify the Vice Chancellor, Human Resources (VCHR) in writing.
5. Within 10 working days, The VCHR will respond in writing as to when the claimant will receive his/her full reimbursement or state the reasons why he/she will not. If the VCHR denies or reduces the claim, the claimant may request to meet with the VCHR to clarify the claim.