Participants covered under the NYSNA Tuition and Continuing Education Fund (“TCE Fund”) are eligible for a one-time $1,000 maximum retroactive reimbursement for continuing education and tuition expenses incurred during the period of July 21, 2014 to April 30, 2016, provided that you already exhausted the $2,000 reimbursement benefit available from the City under the prior structure and you provide appropriate documentation that you have done so.

Documentation must be submitted showing full use of the previous NYC H+H/Mayorals reimbursement maximum ($2,000 per year for participants who work full-time, $1,000 for part time) before participants can be approved for this one-time retroactive differential reimbursement payment of $1,000 for full-time participants, and $500 for part-time participants. All claims for this one-time retroactive reimbursement must be submitted no later than September 1, 2016 and will be reviewed and approved by the TCE Fund Trustees. Denied retroactive claims will be subject to the appeals process detailed in the TCE Fund Summary Plan Description.

The TCE Fund Retroactive Claim Form is available online at www.ASOnet.com and a copy is attached to these Instructions. All cells of the Retroactive Claim Form must be fully completed and submitted no later than September 1, 2016. The following are required documents that must be submitted to obtain your retroactive reimbursement from the TCE Fund:

1. Completed TCE Fund Retroactive Claim Form;

2. Copy of NYC H+H/Mayorals pre-approval form signed by the relevant manager or supervisor from July 21, 2014 through April 30, 2016 (preferred, but not required);

3. Proof of payment of the educational offering and/or the fees. Acceptable forms of proof of payment are copy of deposited/cancelled check, bursar’s receipt showing payment, or credit card statement. Proof of payment must show the participant exceeded the previous annual maximum of $2,000 per fiscal year during the period of July 21, 2014 to April 30, 2016; and

4. Proof of receipt of NYC H+H/Mayorals tuition reimbursement. Proof of reimbursement must be provided in the form of deposited/cancelled check(s) and/or paystub(s) from NYCH+H/Mayorals. The participant must provide documentation showing receipt of the full annual maximum reimbursement amount(s) per fiscal year during the period July 21, 2014 to April 30, 2016.

The TCE Fund Retroactive Reimbursement Claim Form with all documentation must be submitted to Administrative Services Only, Inc., no later than September 1, 2016, online at www.ASOnet.com, or via mail or fax to:

Administrative Services Only, Inc.
Department 136T
P.O. Box 9005
Lynbrook, NY 11563
Fax: 855-255-0904
Tel: 888-692-7671 or 800-537-1238