

Public Schools of the Tarrytowns



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To: All TUFSD Employees
From: Carol Rosario, Benefits Assistant
RE: Process for Optical Reimbursement Claims
Date: July 14, 2022

Please be advised, as per our auditors, that the following items must be submitted to my office before optical reimbursement claims can be submitted for payment. **For prescription glasses or contacts:** a dated, itemized bill for services, including proof of payment. The bill must include the name of the employee or dependent and the date of service.

For non-prescription glasses: a dated itemized bill, including proof of payment

Acceptable forms of proof of payment are:

- Cash register receipt - itemized
 - Credit card receipt - itemized
 - Internet credit card receipt - itemized
 - Canceled Check (for bills that do not state payment was received)
 - Credit card/bank statement (please black out account numbers)
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- ✓ All claims submitted without the documents as outlined above will be returned, with a letter outlining the missing information.
 - ✓ Only claims that include the required documents can be processed.
 - ✓ If you have any questions, please feel free to email me at crosario@tufsd.org or call (914)332-6249.
 - ✓ As always, remember this is administered on a school year basis from July 1 through June 30th