



Educational Services That Transform Lives

Department of Human Resources
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Memorandum

To: Benefit Eligible Employees
From: Human Resources, Benefits Department
Date: 2026
Re: Health Insurance Buy-Back

Pursuant to the terms of the contracts, new hires and active employees must prove eligibility for the health insurance buy-back. Please refer to information below regarding the required proof that is needed for Human Resources to determine eligibility:

Please submit documentation from items 1 & 2:

1. Three (3) recent, consecutive pay stubs showing your/your spouse's contribution amount paid for your individual/family health insurance (only). The amount cannot include dental, vision, flex, etc.

(The only information we need to see is: the name, date of pay stub, and amount of health insurance contribution. You can cross off all other information)

- OR -

A letter from your/your spouse's employer- on their company letterhead stating all of the following:

- The name of the insured, and list all covered dependents- as applicable, who are currently covered by (name of group health insurance).
 - Exactly how much you/your spouse pay for the health insurance (only), excluding dental, vision, flex spending, etc.
 - The frequency of how often the you/the employee contribution is paid
 - Include an approximate total amount that you/the employee are responsible to pay for the year.
2. In addition, please provide a brief Benefit Summary from your insurance carrier listing the following*

-Name and date of birth for insured member and all dependents, as applicable
-Effective dates of coverage for all insured
-Group name and number
-Type of plan (i.e. PPO, HMO, etc.)

Above information can generally be found on your carrier's website, in the Member Services information area.