



CASH IN LIEU REQUIREMENTS & DATES

Employees who wish to receive cash in lieu in must complete a medical waiver form ([CalPERS HBD-12](#)) and provide proof of enrollment in another group medical plan. These requirements are in place whether it is your first-time receiving cash in lieu or if you wish to continue receiving cash in lieu.

Proof of Other Coverage

You will need to provide proof of current enrollment on another group health plan, which provides minimum essential coverage, for you and your tax dependents. Upon hire, you must submit this proof of coverage with the completed CalPERS HBD-12 form. You will be required to re-certify your cash in lieu status each year during the Open Enrollment period. In 2024, Open Enrollment takes place **September 16 – October 11, 2024**.

During Open Enrollment, you will need to submit the required proof of other coverage, as well as a completed CalPERS HBD-12 form to continue receiving cash in lieu. You will be ineligible for cash in lieu until you complete the (re)certification process.

These are some options of what the district will accept as proof of other coverage:

- A letter from the other company's HR department stating that you and your tax dependents are currently enrolled in medical coverage
- A screenshot from the other employer's online benefits platform showing that you and your tax dependents are currently enrolled in medical coverage
- A letter from the insurance carrier confirming current coverage for you and your tax dependents
- A screenshot from the insurance carrier's website showing current medical coverage for you and your tax dependents

Where to Submit Your Forms

Please submit your forms to the Benefits Office in Human Resources. You can return your forms in any of the following ways:

- Upload to Alight Worklife
- Email: melissa.duran@wvm.edu