



# CIRCULAR

## STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY

NO.: 08-05-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 2
EFFECTIVE DATE: 07-01-2007	EXPIRATION DATE: 06-30-2011	SUPERSEDES: 05-05-OMB
SUBJECT: VISION CARE REIMBURSEMENT PROGRAM		
ATTENTION: PAYROLL AND PERSONNEL OFFICERS		
FOR INFORMATION CONTACT: KEVIN MCMULLEN		PHONE: (609) 984-6363

A Vision Care Reimbursement Program is available to New Jersey State Employees in all employee relations groupings with the exception of "Q" and those groupings presently not covered by a current negotiated contract. Eligible employees and their eligible dependents (as defined in the New Jersey State Health Benefits Program) are each entitled to one lens and one examination reimbursement during each of the 24 month periods beginning July 1, 2007 (one claim per two year period). Dependents are not eligible until the employee has been employed for more than 60 continuous days. Reimbursement is based upon negotiating unit contract stipulations. Employees who are eligible for State Health Benefits but have waived coverage are still eligible for Vision Care Reimbursement.

The rates of reimbursement for the Vision Care Program are in accordance with the current negotiating unit agreements. They are as follows:

### July 1, 2007 through June 30, 2009

Regular Lens

\$40

Bifocal/Trifocal Lens

\$45

Examination

\$35

### July 1, 2009 through June 30, 2011

Regular Lens

\$40

Bifocal/Trifocal Lens

\$45

Examination

\$35

\*\* Please note: Only one Vision Care Reimbursement may be claimed for each eye examination or lens expense incurred. In situations where both spouses are employed by the State and are eligible for Vision Care benefits, only one claim may be submitted by either spouse per expense incurred. **Duplicate reimbursement of the same expense is not permitted.**

The following procedures are to be followed to reimburse state employees:

Centralized Payroll Procedure:

An OMB Circular Letter is issued to inform all State Agency Payroll Officers of the terms of reimbursement for each employee relations unit as determined by contracts per the Office of Employee Relations.

Employee Procedure:

1. Employee completes and signs the vision care record card for each reimbursement, which will remain on file at the local agency.
2. For eyeglass reimbursement, the employee shall obtain a receipt from the optician indicating the date, type of lens and the full name of the person receiving the glasses.
3. For eye examination reimbursement, the employee shall obtain a receipt from an optometrist or ophthalmologist indicating the date of the eye examination and the full name of the person examined.
4. Employee submits the receipts for eyeglass and/or eye examination reimbursement to the payroll officer or personnel officer with the signed certification for each bill stating, "I certify that this bill represents a valid claim for reimbursement of vision care received by me or my eligible dependent, named herein, and is the only claim requested during the current coverage period for me or the eligible dependent so named."

Agency Procedure:

1. Payroll officer or personnel officer reviews the receipt to ensure the date of the vision care falls within the coverage period and terms, and that the proper certification is present. The payroll officer or personnel officer enters the amount and date on the employee's vision care record card and verifies eligibility of dependent, if required.
2. Payroll officer prepares Type 9 payments on regular or supplemental payroll proofs, along with any other pending claims received in that pay period and submits to the Centralized Payroll Section in accordance with the schedule of pay periods, proof due dates and pay days.

The NJFIS Appropriation Account Number to be used for this purpose is 9410-100-033500-50 in the Payroll system. This will crosswalk to 100-094-9410-022 in NJCFS.

3. It is the agency's responsibility to review employee payroll records to ensure that the number of claims submitted by an employee during a coverage period are reasonable with respect to the number of their dependents.
4. Payroll officer retains the bills and certification in agency files.

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Charlene M. Holzbaur  
Director