




KRIS A. KNOCHELMANN
County Judge/Executive
859.392.1415

OFFICE OF THE COUNTY JUDGE/EXECUTIVE

303 Court Street, Suite 205
Covington, KY 41012-0792

JOE SHRIVER
County Administrator
859.392.1415

Date: June 17, 2015
To: Full-Time Medical/Vision & Dental Plan Participants
From:  Joe Shriver, County Administrator
RE: Revised County Optical Plan: Effective July 1, 2015

Below are the procedures for using the County Optical Plan:

1. You may go to the optometrist or ophthalmologist of your choice to have your eyes tested.
2. You may have your glasses or contact prescription filled at the business of your choice.
3. You are entitled to eye exam, glasses, contact lenses and prescription sunglasses every two years. Reimbursement will be based on a rolling 24 months from the last optical claim. Any claim within 30 days of the 24 month mark will be honored but **VERIFY YOUR LAST REIMBURSEMENT DATE BEFORE ANY EXPENSES ARE INCURRED.**
4. Kenton County will reimburse each employee or spouse of an employee covered by the Kenton County Medical Benefits Plan one reimbursement up to **\$300.00** per person for an eye exam, glasses, contact lenses and prescription sunglasses every two years. **As a stand alone plan from the Medical Plan, employees may file reimbursement claims for their dependents covered under the County Medical Benefits Plan but only for those dependents under the age 22 or 25 if the dependent is a full-time student. Under no conditions will a reimbursement be made for a dependent 25 years of age or older. All claims, whether spouse or dependent will have its separate rolling 24 month period depending on when the last reimbursement was made as outlined in section 3.**
5. Each employee shall provide the Human Resource Department with the original bill and receipt from the ophthalmologist or optometrist for the eye examination and contact lenses and fitting and original bill and receipt from the business providing the glasses, contact lenses or prescription sunglasses within 120 days of the date of service **understanding that the employee's next reimbursement date is based on the date of the prior reimbursement and not the date of service for which the claim is submitted.** The Human Resource Department will reimburse the employee once approved by the Fiscal Court.

Please call the **Human Resource Office** if you have any questions regarding this **revised** policy.

