



Counseling Services Reimbursement

The Counseling Services Reimbursement Program (CSR) is designed to encourage faculty, staff and eligible dependents to use a counselor to assist in resolving problems that may be affecting their ability to function optimally at work or at home.

Eligibility: Reimbursement is available to all full-time faculty and staff along with their eligible dependents even if they are not part of the University health insurance plan. To be eligible for reimbursement, services must be provided by a licensed mental health professional. The Cedarville University Counseling Services department is available to assist faculty and staff by providing referrals. They may be contacted by calling (937) 766-7855.

Program Guidelines: Reimbursements will not exceed \$300 per eligible individual per calendar year (January 1st through December 31st). Receipts for services rendered must be submitted to **University Human Resources (UHR)** before December 31st of the same calendar year in order to be eligible

1. To obtain supplemental reimbursement, the service must be provided by a licensed mental health provider. At the discretion of UHR, proof of licensure may be requested.
2. All mental health care and counseling related costs must be processed through any available health care insurance before submitting a formal request for supplemental reimbursement.
3. An “eligible dependent” for the purpose of this program is defined as a child under the age of 24 who is either a full time student or is an IRS eligible dependent.
4. All requests for reimbursement will require an original paid receipt or an original health insurance explanation of benefits (EOB) summary form. Original documentation must be attached to the completed request form located on the UHR site. <http://www.cedarville.edu/Offices/Human-Resources/Employee-Forms.aspx>
5. The CSR program is administered by UHR with attention given to confidentiality and in accordance with the legal requirements of HIPPA. To comply with HIPPA regulations, all requests for reimbursements, along with all the original supporting documentation, will be kept in the confidential personnel medical files located in UHR.
6. Requisitions for reimbursement will be processed at the end of each month. Accounts payable requisitions for the reimbursement payment will merely show the person's name and requested amount for reimbursement and the following statement: "Paid Receipt on file in UHR".