



## **Dental Program**

### **LATE PAYMENT POLICY**

#### DENTAL PREMIUMS:

Dental plan premiums are due to the JPA by the 1<sup>st</sup> of the coverage month. JPA members are required to ensure that the payment of monthly premiums are received in the Tuolumne JPA office no later than the 10<sup>th</sup> of each month for the month of coverage. Payments received after the 10<sup>th</sup> of the month will be assessed a 12% per annum late fee.

If a member's account payable system does not allow for a current month's premium to be generated and received by the JPA by the 10<sup>th</sup> of the coverage month, members may avoid late fee assessments in the following manner:

- a) By establishing a deposit with the JPA at the beginning of each fiscal year in the amount of 1 month's total premium,
- b) By submitting payment in the amount of the total of the prior month's premium by the deadline. When this option is utilized, any retroactive premiums or credits will be reconciled no later than when the next month's premium is submitted

Appeals to late fee assessments will be addressed by the JPA Finance Committee. If a member has extraordinary circumstances that cause the payment to be received by the JPA after the 10<sup>th</sup> of the month, the member may appeal the penalty assessment to the JPA Finance Committee. In describing the extraordinary circumstance, the member must adequately address why the agency did not utilize the additional options, such as having an annual one month deposit, or timely payment of an amount equal to the prior month payment.

*Adopted - May 6, 2004*