

NYSNA TCE FUND

Tuition and Continuing Education Fund

January 1, 2018

Dear NYC H+H and Mayoral NYSNA Nurse Participant:

On behalf of the Board of Trustees, we are pleased to introduce you to the NYSNA Tuition and Continuing Education Fund (“the Fund”). The continued success of the Fund represents many months of hard work by the NYSNA NYC H+H/Mayorals Executive Council and Board of Trustees of the Fund. Enclosed with this letter you will find the following documents that outline the covered expenses of the Fund and its administration:

1. Summary Plan Description booklet;
2. Notice of Annual Maximum Benefit Amount;
3. Frequently Asked Questions (“FAQs”);
4. Fund Reimbursement Claim Form with Instructions Sheet; and

Please be sure to read through each of the documents carefully and completely. Please also keep them for future reference. We would like to draw your attention to a few highlights of the NYSNA Tuition and Continuing Education Fund and some important changes from the prior reimbursement guidelines.

- Unlike the prior reimbursement structure, pre-approval is no longer required to receive reimbursement.
- Claims must now be submitted within three (3) months of completion of the course/offering. This is a change from the previous guidelines that allowed six (6) months.
- The maximum annual reimbursement has increased from \$3,000 to \$3,500, effective July 1, 2017, for Fund participants employed full-time. Part-time participants will now receive a maximum annual benefit of \$1,750. This annual benefit amount is per fiscal year (July 1 to June 30) and the benefit amount will be revisited each year by the Trustees.

In closing, we look forward to participants taking full advantage of the NYSNA Tuition and Continuing Education Fund. The benefits offered by the Fund will allow NYSNA nurses to continue to provide their patients and the City of New York with the highest-quality care possible. If you have questions about the Fund, please contact your NYSNA program representative.

Yours truly,



Curlean Duncan-Britton, RN, Chairperson

On behalf of the Board of Trustees

Jacqueline Gilbert - Cecilia Jordan - Rose Green