



Ivanhoe, MN • 507-694-1452    Slayton, MN • 507-836-6144  
Pipestone, MN • 507-825-6720    Luverne, MN • 507-283-5070  
Marshall, MN • Human Services 507-537-6747 • Health Services 507-537-6713  
Redwood Falls, MN • Human Services 507-637-4050 • Health Services 507-637-4041

Offices Located in: \_\_\_\_\_

Ma 006b 11 22

## COST EFFECTIVE INSURANCE PREMIUM REIMBURSEMENT VOUCHER

To receive reimbursement for health insurance premiums; excluding Medicare:

- ❖ Complete voucher form with signature – **electronic signature not accepted**
- ❖ Return form and proof of premiums deducted from each paycheck by 5<sup>th</sup> working day of the month
- ❖ **Approved payments are issued the Friday following the 3<sup>rd</sup> Wednesday of each month. Forms received after the due date will delay payment until the following month. Income verifications returned without a completed voucher will not be reimbursed.**
- ❖ Email address listed below is allowed to send vouchers and income verifications. However, there will be no communication back from this email address regarding receipt of documents or status of reimbursement. If sending document to the email address, PDF Version of documents are preferred as images in jpg are not always clear and legible.

**Lincoln, Murray, Pipestone and Rock County clients::**  
return completed form to:

**SWHHS**  
**Attn: Jane Mellenthin**  
**607 W Main St, Suite 100**  
**Marshall, MN 56258**

[mfrontdesk@swmhhs.com](mailto:mfrontdesk@swmhhs.com)  
**FAX: 507.537.6088**

**Lyon and Redwood County clients:**  
return completed form to :

**SWHHS**  
**Attn: Jennifer Beek**  
**607 W Main St, Suite 100**  
**Marshall, MN 56258**

[mfrontdesk@swmhhs.com](mailto:mfrontdesk@swmhhs.com)  
**FAX: 507.537.6088**

**Reimbursement Month:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

**Claim payable to:** *(Please Print)* \_\_\_\_\_

**Claimant Address:** *(Please Print)* \_\_\_\_\_

**Claimant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Worker #: \_\_\_\_\_