



Program Guidelines

Public Safety Officer's Reimbursement Program (PSOB) – Continued Health Insurance

| | |
|------------------------------|---|
| Opening date: | June 3, 2024 |
| Closing date and time: | Midnight on July 31, 2024 (and subsequent years) |
| Date guidelines released: | May 31, 2024 |
| Funding period: | July 1, 2023 – June 30, 2024 (and subsequent years) All reimbursement submissions must be completed by July 31, 2024 (and subsequent years) at midnight |
| State Agency: | Minnesota Department of Public Safety (DPS) |
| Administering Unit: | DPS Fiscal and Administrative Services (FAS) |
| Inquiries: | If you have any questions, contact PSOB Coordinator at 651-230-1545 or email at PSOB.DPS@state.mn.us . Questions should be sent no later than July 15, 2024 (and subsequent years) |
| Reimbursement Governed Under | Minnesota Statute §299A.465, subd. 4. |

Program Guidelines

1. Introduction

The DPS FAS division is responsible for administering the Public Safety Officer's Benefit Program, Continued Health Insurance Reimbursement, under [Minnesota Statute §299A.465, subd. 4.](#)

DPS provides full reimbursement for continued health care insurance coverage to the public employer for each eligible officer, firefighter, and qualifying dependents. These funds come from the State of Minnesota's Public Safety Officer's Benefit Account and are based on the availability of funds.

This document sets out the guidelines for applicants of the Continued Health Insurance Reimbursement Program.

2. Reimbursement Program

2.1 Program goal

When a public safety officer is determined by the Public Employees Retirement Association of Minnesota (PERA) or the Minnesota State Retirement System (MSRS) to be injured or killed in the line of duty, their employer is obligated by statute to provide continued health care insurance to the officer and officer's family until the officer would have reached the age of 65. Employers may then apply for reimbursement for the cost of paying these benefits.

2.2 Eligibility criteria

Per Minn. Stat. § 299A.465, subd. 4(b), effective on Jan. 1, 2024, public employers must provide at least one of the following to be eligible for reimbursement from the PSOB:

- (1) Annual wellness training to peace officers and firefighters who either are employed or volunteer for the employer. Wellness training for peace officers must incorporate the learning objectives established by the Peace Officer Standards and Training Board under section 626.8478. No later than February 1, 2024, the Minnesota Fire Initiative must create a wellness training program for public employers to offer to firefighters to satisfy the requirements. Training programs established in the Hometown Heroes Assistance Program under section 299A.477, subdivision 2, clause (4), satisfy the requirements, or
- (2) An employee assistance program or peer support program.

To be eligible for reimbursement, the agency's officer may be any peace officer or firefighter who:

- Is a member of the Public Employees Retirement Association (PERA) police and fire plan or Minnesota State Retirement System (MSRS) State Patrol retirement fund and has been determined eligible by their respective plan to receive a duty disability benefit under Minn. Stat. § 353.656 or § 352B.10 subd. 1.
- Has left public service because of a disabling injury and does not qualify for PERA disability benefits under § 353.656, retires pursuant to Minn. Stat. § 353.651 subd. 4, or a member of a local police or salaried firefighters' relief association who qualifies for a duty disability benefit under the terms of plans of the relief associations and has been determined by PERA to meet the duty disability criteria under Minn. Stat. § 353.01 subd. 41.

2.3 Reimbursable Costs

- (a) Reimbursements will be made only for the actual cost of health care you paid for your retired duty-disability officers and their families (if applicable). You may make your request at any time including on a daily, biweekly, monthly, quarterly or annual basis.
- (b) Do not include a settlement you paid your officer in lieu of paying health care, a health care savings account, dental insurance, a payment to a health insurance broker or any other payment you may have made on behalf of your duty-disabled officer. These costs are not eligible for reimbursement.

2.4 Other requirements

There is no limit on the number of officers you apply for reimbursement for as long as you provide the requested documentation. You must submit your reimbursement by the deadline outlined above. Your submission will not be accepted after that deadline. There are no exceptions. If you submit for reimbursement in accordance with the deadline, we will review your submission and return those submissions that are not complete or do not have proper documentation. You will have 15 days from the date we send you notification that your reimbursement submission needs additional documentation or correction. After those 15 days, if the requested information is not received by the state, you will not be reimbursed.

2.5 Funding arrangements

To apply for reimbursement, requesting agencies are required to complete an Expense Reimbursement Acknowledgment included in the health care submission portal. This acknowledgment outlines the reimbursement eligibility requirements effective Jan. 1, 2024, as well as an acknowledgment by the agency that the application and all attachments requested are correct and complete to the best of their knowledge. Further, the agency agrees to comply with any request for additional or clarifying information asked for by DPS. If an applicant has not agreed to the acknowledgment, the agency will not be allowed to complete the submission.

If your submission is complete, accurate and submitted by the deadline, you will receive a notification of your successful submission and the amount of funds you can expect.

Application process

| Key Dates | Key Activities/Actions |
|--------------------------------------|--------------------------------------|
| May 31, 2024 | Release of program guidelines |
| June 3, 2024 | Reimbursement application open date |
| July 31, 2024 (and subsequent years) | Reimbursement application close date |

2.6 How to apply

The health care insurance application is for reimbursement of the continuing health care coverage of duty-disabled employees and their dependents. Treatment, salary, and benefits are all parts of the reimbursements allowed under the psychological condition treatment statutes 352B.102 and 353.032. To apply, you must:

- Complete the online application form at <https://mnit services.my.site.com/psob>.
- Certify in the submission that your agency is compliant with Minnesota State Statute 299A.
- Provide all the information requested in the portal.
- Include all necessary attachments.
- Submit your application/s at <https://mnit services.my.site.com/psob> by midnight July 31, 2024 (and subsequent years).

Other things to remember:

- Your application is secure, and allows you to apply, update, and view status information. If you have entered an officer on a previous submission, that information will automatically be uploaded for you.
- You will self-register for an account. Each employee who gains access to the system must have a new login and password. Your agency head must approve you gaining access to our system.
- Every reimbursement request will require an uploaded document providing proof of billing and payment and a copy of your agency's annual open enrollment information. Your documentation must clearly outline the cost of the health insurance and include proof of payment for each officer. Acceptable proof of billing and payment includes but is not limited to:
 - A statement from your insurance agency showing the months you paid for your individual officer (must include officer's name) along with your open enrollment information.
 - A copy of your monthly billings from your insurance company along with a previous month's billing showing your account is paid.
 - Copies of statements and cancelled checks or finance system reports that show payments were made.
 - If you provide other proof, it will be reviewed and considered.
- You can obtain reimbursements up until your eligible officer turns 65. We will reimburse you for the last full month you paid for the health insurance.
- You must upload your officer's duty disability pension letter if it is the first time you are requesting reimbursement for that officer. (If you do not have a duty disability pension letter or need assistance with this requirement, please contact us at 651-230-1545.)
- You must obtain a SWIFT vendor number if you do not already have one. You may obtain the SWIFT number at [SWIFT Vendor Resources / Minnesota Management and Budget \(MMB\) \(mn.gov\)](#).
- You can only request and be reimbursed for the cost of health care insurance.
- Name changes must be documented in the system. In addition, changes due to death of the member must also be documented in the system.
- Do not send to the state information on any other officers other than those you are seeking reimbursement for. Your documentation must be for only your duty-disability officer(s) request. If you send additional information your submission will be rejected.

2.7 Review process

Reimbursement applications will be reviewed by the DPS FAS Reimbursement Coordinator for accuracy and completeness. The coordinator may contact you for additional information and documentation. If you disagree with the amount of funds you are reimbursed, you may appeal in writing to the coordinator at PSOB.DPS@state.mn.us. If you feel that your appeal has not been properly handled, you may make a second appeal in writing to DPS Chief Financial Officer Shawn Kremer at shawn.kremer@state.mn.us.

3. Communications

3.1 Confidentiality, privacy, and use of information

The state will maintain controls in relation to the management of confidential information provided by applicants.

Any personal information submitted as part of an application will not be used by the state or disclosed to any third party for a purpose other than in connection with the assessment of the application without an applicant's consent, unless required by law or in accordance with Minnesota statutes.

For audit purposes, the state is required to retain applications and other supplied supporting material for five years.

4. Questions and Contact Details

Contact the DPS Reimbursement Coordinator at PSOB.DPS@state.mn.us or 651-230-1545.

5. Terms and conditions

5.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the state reserves the right to administer the reimbursement program and conduct the process for the approval of in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the state retains all rights and powers to make all decisions and actions to achieve the program objectives and the state reserves the right, in its absolute discretion and at any time, to:
 - (i) Change the structure, procedures, nature, scope, or timing of, or alter the terms of participation in the process or overall program (including submission and compliance of submissions), where in such circumstances notice will be provided to applicants.
 - (ii) Consider or accept, or refuse to consider or accept, any submission which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgment, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect.
 - (iii) Vary or amend the eligibility or assessment criteria.
 - (iv) Consider any information from its own and other sources (including other government agencies and other advisors).
 - (v) Accept or reject any submission, having regard to these guidelines, the

eligibility criteria, the assessment criteria or any other item, matter or thing which the state considers relevant, including the limitations on the funds available for the reimbursement program; amend the nature, scope or timing of the reimbursement program.

- (vi) Take such other action as it considers in its absolute discretion appropriate in relation to the reimbursement processes.

5.2 No relationship

- (a) The state's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- (b) No contractual or legal relationship exists between the state and an applicant in connection with the program, these guidelines or the application process or any stage of the reimbursement program.

5.3 Non-exhaustive

- (a) These guidelines do not contain all the information that applicants may require in submitting for reimbursement. Refer to the program web portal for further instructions and detail.
-