

# Memo

**To:** The Port Jervis City School District Business Office

**Subject:** Declination of Health Insurance

**Employee:** \_\_\_\_\_  
(Please Print)

**Date of Hire:** \_\_\_\_\_

I hereby elect to drop my membership in the Group Insurance Program offered by the Port Jervis City School District.

I am electing to drop coverage as I am currently covered by another policy. (**Attach evidence of coverage**)

This declination is irrevocable for the balance of this school year and consistent with the terms and conditions as specified in the Port Jervis Teachers Association Contract.

It is my understanding that I will be reimbursed according to the guidelines of the PJTA contract as a result of my election to drop my membership in the Group Insurance Program.

\_\_\_\_\_  
(Signature)