

FRIEND OF THE COURT DIVISION

Reimbursement of Uninsured Medical Expenses

EPCDRO will only enforce expenses submitted through the date of application. All expenses must be included in the notice packet. EPCDRO will decline incomplete applications and will not enforce subsequent expenses unless and until the notice provisions have been met and the payment period has expired.

1. Review the portion of your medical support order that provides for reimbursement of medical expenses (usually 50%/50%). Determine how many days you have (between the time of the expense and the notification of the other parent) to provide notice to the other parent (may be 10 days, 30 days, 60 days, 90 days or 120 days).

Uninsured medical expenses include co-pays, deductibles, prescriptions and any other expense related to medical treatment not covered by insurance. If your order does not require dental insurance or orthodontics, those expenses are reimbursable. If the insurance plan does not pay for corrective eyewear, those expenses are reimbursable.

2. If you have not already done so, notify the other parent of the uninsured expense in writing. Download and complete the [example letter](#) and [expense log](#). Include copies of all medical expense receipts and make sure they show the date of expense, name of the child, total cost paid.
3. Make 2 copies of the letter, log and receipts.
4. Take the letter, log and receipts to the post office for mailing. You can use either certified mail, regular mail or both (check your order to see which is required). If certified mail is required, we recommend that you also send the packet by regular 1st Class mail to ensure receipt.
5. Walk into the post office and ask the clerk to stamp your 2 copies of the packet.
6. Mark 1 copy of the stamped letter, log and receipts “For Filing” and mail it to the FRIEND OF THE COURT DIVISION, El Paso Domestic Relations Office, 500 E. San Antonio, Rm. LL108, El Paso, Texas.
7. Keep 1 copy of the stamped letter, log and receipts for your records.
8. If the other party refuses or fails to pay the expenses within the time period required by the court order, complete the [application for enforcement of child support](#), and send it to the El Paso Domestic Relations Office, 500 E. San Antonio, Rm. LL108, El Paso, Texas 79901 with the appropriate fee (if any) and a copy of the packet you mailed to the other party.

If the expense was not provided to the other party within the court-ordered time period, failure to pay is not enforceable by contempt of court. Instead, EPCDRO FOC will request a money judgment for the expenses.