



**Please refer to the SMMP section of the MBF Benefits Booklet available on MBF's website at [nyc.gov/mbf](http://nyc.gov/mbf) for adoption/ surrogacy expenses, exclusions, limitations and maximums for SMMP.**

### **Submitting Requests for Reimbursement**

Reimbursement for Family Building Expenses should be submitted in accordance with the Reimbursement Procedures section of the SMMP Family Building Benefit.

Please refer to the Family Building Benefit in the SMMP section of the Benefits Booklet for eligible and non-eligible expenses.

Submission instructions (include reimbursement form and all supporting documentation):

Online: Visit ASO's website at <https://www.asonet.com/member.aspx?>

Log in or create an account

Follow the instructions to upload your documents

By Mail: MBF SMMP

Administrative Services Only (ASO), Inc.

P.O. Box 9009

Lynbrook, NY 11563-9009

ASO Toll free helpline: (877) 844-SMMP (7667)