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Mechanical Contractors Association of Detroit

36200 Schoolcraft Rd. • Livonia, MI 48150

TO: Employers Required by Agreement to Contribute to the Industry Apprentice Reimbursement Fund (IARF)

RE: Important Notice Regarding Adjustments to the Timeframes for Reimbursement Requests

Please read this notice very carefully to ensure you know how to properly submit a request for reimbursement.

Dear Employer,

As part of our commitment to efficient administration and financial responsibility, the Board has determined it is in the best interest of the IARF to modify the deadlines for when requests must be submitted. Currently, requests for reimbursement for a calendar year must be made by December 31 of the following calendar year. This has resulted in large fluctuations in cash flow and difficulty in projecting outstanding liabilities.

Effective July 1, 2026, the timing of reimbursement requests will be based on the month an Apprentice attended class (School Month). A request for reimbursement for a School Month must be received by the end of the sixth month following the School Month for which reimbursement is requested. For example, the following table sets forth the applicable deadlines for 2026 School Months:

Reimbursement Request for the following School Month:	Must be Received by the Fund Office by the Following:
January 2026	July 31, 2026
February 2026	August 31, 2026
March 2026	September 30, 2026
April 2026	October 31, 2026
May 2026	November 30, 2026
June 2026	December 31, 2026
July 2026	January 31, 2027
August 2026	February 28, 2027
September 2026	March 31, 2027
October 2026	April 30, 2027
November 2026	May 31, 2027
December 2026	June 30, 2027

Transition Rule For 2025 Reimbursement Request: Requests of reimbursements for classes attended by Apprentices employed by you in 2025 must be received by the Fund Office by June 30, 2026. We encourage you to submit these requests as soon as possible.

Please note that the following policies are in place related to IARF reimbursement requests:

- To ensure that a requesting employer has no delinquent contribution through the School Month for which reimbursement is requested, the Fund Office has discretion not to process reimbursement requests for up to two months. For example, because contributions for February are due in March and posted in April, any request for February will be held until April for processing.
- We have attached a copy of the current reimbursement rates per school day paid by the IARF. These amounts do not automatically change if there is a change in the wage/fringe package. These amounts only change upon approval of the IARF Board of Trustees.

For your convenience, we are also enclosing the Apprenticeship Reimbursement Request Form.

If you have any questions, or if you need additional information, please contact the Fund Office at 248-813-9800.

BeneSys, Inc. on behalf of the IARF