



**Checklist for Employees Ending Employment
Retirement, Termination or Resignation**

The following Benefit Coverage will continue ONE MONTH following your last paycheck:

- **State Health Benefit Plan** – COBRA is available up to 18 months – Notification will be mailed from State Health Benefit Plan. *If you are retiring you do not want to COBRA!*
- **Dental & Vision** – COBRA is available up to 18 months at the current rate plus a 2% monthly Administrative fee (processed through CAS - Consolidated Administrative Services)
- **Life Insurance** - does have portability. Contact Unum at (800) 421-0344.
- **Critical Care** – does have portability. Contact Reliastar/Voya Critical Care Insurance at (800) 537-5024.

The following Benefit Coverage will terminate on the date of your last paycheck:

- **State Pension Plans** – Contact your state retirement agency for the appropriate forms depending on your job classification. (TRS - Teachers Retirement – 1-800-352-0650 or PSERS - Public Schools Employee Retirement System – 1-800-805-4609)
- **403(b) Retirement Plan** – Contributions to a tax-sheltered retirement savings account may be left as is with the current provider or may be eligible for roll-over to another qualified retirement account if you prefer. OneAmerica 1-800-858-3829 (Recordkeeper) / Arista – 877- 434-7786 (Financial Advisor, Approval Services).
- **FLEX Spending Accounts** – All expenses have to be incurred by the date of your **last paycheck** (example: Last payroll check 7/31/20xx ending date of coverage). You will have 90 days to file a claim for **medical** incurred expenses. **Dependent Care** incurred expense claims must be submitted within 60 days of termination date.
- **Long and Short Term Disability** – Coverage terminates on last day of work unless you are actively receiving benefits from the provider. If an employee is actively receiving benefits, receipt of those benefits will continue.
- **Retirement** – State Health Benefit Plan is the only benefit premium that can be deducted from your Retirement Check if retirement benefits are available to cover the premium. This applies to Teachers Retirement System (TRS), Public School Employees Retirement System (PSERS).