

Subject – Important Employee Benefit Plan Information – End of Employment

This notice is to inform you of important details related to your employee benefit plans as you leave employment with Kyrene School District. For more specific information on benefit plans, you may continue to access the full plan SPD's, SBC's, notices, summaries and benefit plan policies on the Kyrene website, even after your employment ends.

- 1) **Active Health Plans End Date** - If you carried health and voluntary insurance benefit plans through Kyrene at the time your employment ended, all plans will terminate on the last day of the month in which your employment ends.
- 2) **Medical/Dental/Vision Plans** - COBRA continuation will be offered for any medical/RX, dental or vision plan you are currently enrolled in at end of your employment. You may elect COBRA continuation for these plans at your expense through our COBRA vendor, by sending back the election form you receive in the mail along with your premium payment. The election form and your payment must be sent to the COBRA vendor directly. COBRA may be elected for up to 18 months in most cases.
- 3) **ASRS Health Insurance Premium Reimbursement (HIPR)** – If you choose COBRA to continue your Kyrene health plans, you may be eligible for a small health insurance premium reimbursement from the Arizona State Retirement System (ASRS) if you are approved for a long-term disability (LTD) claim, or if you have retired and are drawing your pension from the ASRS. Kyrene will complete the ASRS required HIPR form for you when you have elected and paid for COBRA and are a retiree or LTD participant. This reimbursement is mailed to you approximately 3 months after employment ending and then monthly thereafter.

Please note, you must **always pay the full monthly COBRA premium** to the COBRA vendor, the reimbursement process is separate from your COBRA payments.

- 4) **Life Insurance – Conversion/Portability/Premium Waiver** – Deadline to Apply– when leaving employment, you have the option to receive a quote from the current Kyrene life insurance vendor to continue your life insurance plan at your expense. If you are interested in requesting a premium cost quote from the life insurance carrier, the insurance carrier requires that you complete their application. They must receive your completed application and first premium payment no later than 31 days from the date your active employee coverage has ended.

If you are leaving employment due to an on-going health condition, there may be waiver of premium rules that could apply that are also subject to the 31-day deadline as stated above. Your application to the life insurance carrier will determine whether the premium waiver applies.

- 5) **Flexible Spending Accounts/ Dependent Care Accounts** – Please be aware that these IRS regulated accounts have use it or lose it provisions. It is important to review the details for these accounts prior to leaving employment. Details are posted on the Employee Benefits portion of the Kyrene website.

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- 6) **Health Savings Accounts** – If you have a health savings account bank account, the money in the account is yours to use until the balance is exhausted when used for qualified health related expenses. There is no use it or lose it provision required by the IRS for these account types. Your current HSA debit card will continue to work, unless a new one is issued due to an expiration date on the bank account card, or until the funds have been exhausted.
- 7) **ASRS** - Contact the Arizona State Retirement System with any questions regarding your pension account. (602) 240-2000, or www.azasrs.gov
- 8) **403b/457b** - If you have an established optional 403b/457 account with Nationwide (separate from your Arizona State Retirement System pension account), the plan remains your account after your employment ends. You may access your account information at www.AzSSDP.com . For questions, you may contact Nationwide representative, Randall Neis, neisr1@nationwide.com

If you have any additional questions, please feel to reach out at benefits@kyrene.org

Thank you for your time spent in service to Kyrene School District and I wish you all the best on the next steps of your journey!

Sincerely,

Deb Spurgin
Chief Benefits Officer

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