

Benefit Information for Separating Employees

Former employees/retirees have access to EAP services for six months after the last day of employment.

Guidance Resources – 888.275.1205 (Option 2); 800.697.0353 (TDD) or www.guidanceresources.com

The Work Number is an automated, third-party service that provides employment/income verification for all current and former employees. The contact info below can be used by credit grantors or any service provider that requires proof of employment/income.

The Work Number – 800.660.3399 (Code: 18113) or www.theworknumber.com

Flexible Spending Account participation ends on the last day of the month following the last day of employment. Claims to reimburse healthcare expenses must be submitted within (90) days of the last day of employment for expenses incurred prior to the last day of employment. Dependent Care FSA claims for expenses must be submitted within (90)

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Health Reimbursement Accounts (HRA) are not portable. Reimbursement claims for expenses incurred prior to their last day of employment must be submitted within (60) days of the last day of employment, after which any remaining balance is forfeited.

Health Savings Accounts (HSA) are portable and remain open to new contributions through the end of the month in which the last day of employment occurred. There is no time limit on using the remaining balance; funds automatically roll over each year and can be used for qualified medical expenses even if covered by a plan that is not a qualified high-deductible health plan (HDHP).

Retirees: Contributions to an HSA should stop (6) months prior to enrolling in any form of Medicare to avoid a tax penalty. For more information, please contact Human Resources or consult a tax professional.

MetLife (HRA/HSA administrator) - 877.759.3399 or www.metlife.com/stateofks/

STANDARD (BASIC GROUP LIFE & OPTIONAL LIFE)

You may be eligible to continue all, or a portion, of existing coverage as an individual term life policy (portability option) up to age 80, or as an individual whole life policy (conversion option) at any age. Contact Human Resources for applications, which must be submitted to The Standard along with the first premium due within (60) days of the last day of employment.

Standard – 844.289.2306 or kpersadmin@standard.com

ADVANCE (OPTIONAL LIFE)

If employment is not ending due to retirement or disability, existing coverage can be continued as an individual term life policy (portability option) at the same group rate. For a whole life (conversion option) premium quote, a completed Notice of Conversion Privilege application form must be submitted to

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

If not vested in KPERS contributions (less than (5) years of service), rules vary on how long contributions can remain in the account and earn interest before a rollover/withdrawal is required. Please contact KPERS for more information. If vested, funds can remain in KPERS until the age of eligibility to begin drawing a monthly retirement benefit is reached (see 'RETIREMENT ELIGIBILITY & TIMELINE'). For complete balance rollovers/withdrawals, there is a (31) day waiting period after your last day of employment.

Retirees: Prepare the retirement application at least (60) days in advance: www.kpers.org/forms/kretirementbooklet.pdf

KPERS – 888.275.5737 or www.kpers.org

KPERS 1

KPERS 2/3

KS Board

