



BENEFIT SEPARATION CHECKLIST

1. FREQUENTLY ASKED QUESTIONS? (FAQ)

- Q: When do my benefits end?
- A: In general, the last day of the month of your last check is the date coverage ends.
- Q: When will I receive my last check and is there a difference between Resignation or Retirement?
- A: Contact Payroll at 1-806-219-0231 regarding a last check and regarding the type of separation.
- Q: Can I take all of my coverage with me? If so, what do I do?
- A: Not all, but some coverage is portable. Contact Risk Management for details or see 2, 3, & 4 below.

2. COBRA FOR MEDICAL, DENTAL & VISION?

- COBRA Medical, Dental & Vision can be carried for 18-months after your employment ends.
- The offer should come from Healthcare Service Corporation via mail to your home address.
- The phone number to contact Healthcare Service Corporation is 1-866-859-5209.
- Payment for COBRA will be made to Healthcare Service Corporation.

3. OPTIONAL BENEFITS **INELIGIBLE** FOR CONTINUATION/CONVERSION.

- The Standard Disability –Ends with active employment. Call First Financial with any questions at 1-888-580-8015
- WellVia Telemedicine –Ends with active employment. Call First Financial with any questions at 1-888-580-8015
- FinPath Financial Wellness – Ends with Active employment, Call First Financial with any questions at 1-888-580-8015

4. OPTIONAL INSURANCE BENEFITS **ELIGIBLE** FOR CONTINUATION/CONVERSION.

- Aflac - Critical Illness Insurance, you are eligible port the coverage within 31 days of termination and start paying directly, call direct at 1-800-433-3036 or setup on their portal <http://www.aflacgroupinsurance.com>
- MetLife - Accident Insurance, you are eligible to port the coverage within 31 days of termination and start paying directly, call direct at 1-800-423-6388 or setup on their mobile or portal <https://mybenefits.metlife.com>
- MetLife Legal, you can convert from the group plan to an individual legal coverage within 31 days of termination and start paying directly, call direct at 1-800-821-6400.
- AFA - Group Cancer Insurance, you are eligible to port the coverage within 31 days of termination and start paying directly, call direct at 1-800-654-8489 or setup on their mobile app or portal <http://americanfidelity.com/>
- Aetna - Group Hospital Indemnity, you are eligible to port the coverage within 31 days of termination and start paying directly, call direct at 1-888-792-9682 or setup on their mobile app or portal www.aetna.com
- MASA - Medical Transport –you are eligible to port, upgrade, and pay direct for the Platinum Plan please call 1-954-334-8261 or go online to portal for more information <http://www.masamts.com>

- iLOCK360 – Identity Theft, you are eligible to port the coverage within 31 days of termination and start paying directly, call direct at 1-855-287-8888.
- The Standard Insurance – Optional Life & Employer Paid Life and AD&D are sometimes eligible for portability with a completed form from Risk Management - 1-806-219-0283. Standard Ins number is 1-800-247-6875 but you will need the forms from your employer. You only have 31 days for portability or Conversion. Conversion is available for everyone but does convert to a whole life policy so will have a significant increase in premiums.
- Texas Life Ins Co – Permanent /portable at same rates / life insurance; need to set up for a direct payment draft and not miss a payment; policy would lapse. Call directly at 1-800-283-9233.
- Allstate Insurance – offers Group Whole life insurance that is portable, you need to setup for a direct payment draft and not miss a payment; policy could lapse. Call directly at 1-800-521-3535

If you are within 31 days from the termination date, still eligible to port that benefit, and having trouble porting your coverage with the contacts above, please call First Financial at 1-888-580-8015 for assistance.