



Terminating coverage

Retirement, Disability and Death

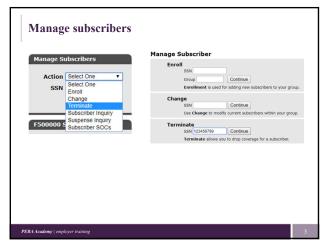
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Important information

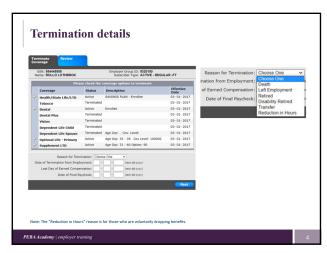
- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
 - Benefits Administrator Manual; and
 - <u>Insurance Benefits Guide</u>.
- The plan of benefits documents and benefits contracts contain complete descriptions of the health and dental plans and all other insurance benefits. Their terms and conditions govern all health benefits offered by or through PEBA.

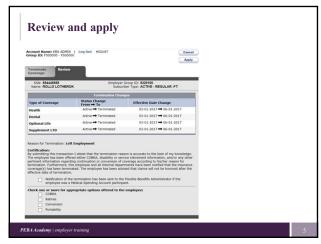
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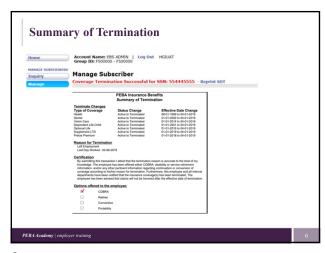
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3







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- Send COBRA notification, available at peba.sc.gov/forms.
- Service and disability retirement.
 - Provide employee with Retiree Packet and life event checklist.
 - MetLife will mail continuation and/or conversion forms directly to retiree, if applicable.
- Terminations.
 - MetLife will mail a conversion form directly to employee.
 - Request Long Term Disability conversion material from The Standard, if applicable.
- · Death.
 - Provide survivor with enrollment forms and life event checklist.

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7

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- If you do not submit the termination in EBS, submit the $\underline{\textit{Active}}$ $\underline{\textit{Termination Form}}$ to PEBA.
 - Resigned, terminated from employment or not eligible (T5).
 - Service retirement (T7).
 - Disability retirement (T2).
 - Death (T1).
- $\bullet\,$ Delays in processing might occur for paper form submissions.

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8

Disclaimer

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

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