

Options to Continue Insurance Benefits

Because of the recent change to your Career Service employment, you have several options to consider if you choose to continue your insurance benefits. The information below is intended to help you make the most informed and best choices. Please read this document carefully and call us at (866) 663-4735 if you have any questions.

Here are some important terms and descriptions you should know as you read this document:

- **EXTENDED COVERAGE** – you have the option to continue your health and basic life insurance coverage for up to 24 months following your last day of employment. You are responsible for paying the full cost of coverage (the amount you currently pay plus the amount your employer currently pays).
 - For health coverage, Extended Coverage runs at the same time with any right you have to continue your health coverage under COBRA (see below). When the Extended Coverage period ends, you cannot continue coverage under COBRA.
 - Dental and vision coverage cannot be continued under Extended Coverage; dental and vision coverage may only be continued under COBRA.
- **COBRA** – a federal program for continuing your health coverage plans (including dental, vision and medical flexible spending account coverage). You may continue dental and vision coverage under COBRA for a maximum period of 18 months* (29 months if you are disabled at the time of termination[†]). To continue plans under COBRA you are required to pay the full premium amount (the amount you currently pay plus the amount your employer currently pays), plus a 2 percent administration fee. As noted above, if you choose Extended Coverage for your health insurance, COBRA is not available to you at the end of 24 months.
 - It may make sense to continue some of your insurance plans under Extended Coverage (e.g., life insurance or health coverage due to the extended duration) and others that are not available under Extended Coverage, such as dental and vision, under COBRA.
- **HIPAA** – a federal program that guarantees that you can qualify for individual health insurance when you have exhausted any Extended or COBRA Coverage period.
 - To protect your HIPAA rights, you must:
 - i) not be eligible for any other coverage;
 - ii) exhaust the applicable 24-month continuation period for health coverage; and
 - iii) not drop or cancel your Extended Coverage or COBRA coverage before it runs out.

Here's an example of how you might make the most of the continuing coverage options available to you.

*In some situations, coverage may be extended. Call People First at (866) 663-4735 for more information.

[†]If approved for COBRA disability coverage, you must pay the full monthly premium plus a 50 percent administration fee.

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Consider John who was enrolled in the following insurance benefits: health and basic life, optional life, dental, vision, other supplemental policies and a medical reimbursement account. This is how he might make the most of the continuation options available to him after a termination date of June 30, 2011:

	Health and Basic Life	Optional Life	Dental and Vision	Other Supplemental Plans	Flexible Spending Accounts (MRA, DCRA)	HIPAA Conversion Policy
OPTIONS	Extended Coverage for 24 months. Extended Coverage begins 7/1/2011 and ends 5/31/2013. Send form or call People First.	Call Minnesota Life at (888) 826-2756.	COBRA for 18 months. COBRA coverage begins 8/1/2011 and ends 1/31/2013. Send form or call People First.	Call your insurance company. Find contact information for each carrier at www.myflorida.com/mybenefits .	Call People First within 60 days to continue your Medical Reimbursement Account. Four payment options are available (See page 4).	Call your health insurance carrier. Find contact information for each carrier at www.myflorida.com/mybenefits . Or call the Division of Consumer Services toll free at (877) 693-5236 for a list of companies and information on how to apply.
PAY	Make the full monthly premium** payment out to DSGI and send to People First.	Make payment arrangements with Minnesota Life.	Make the full monthly premium** payment plus 2 percent out to DSGI and send to People First.	Make payment arrangements with the insurance company.	Based on the option chosen, make the payment out to DSGI and send to People First.	Make payment arrangements with the HIPAA provider.

These next sections give you more detail on your options and on the steps to take to continue, change, or cancel your current insurance plans.

HEALTH AND LIFE — Your health and basic life insurance benefits will automatically continue for up to 24 months from the last date of your employment as long as you pay the required premiums on time. You may also continue optional life insurance.

You can

- Keep the same health insurance coverage or change from family to an individual plan (if you are currently enrolled in an individual plan, you may keep the plan or cancel it; you cannot go to a family plan).
- Make future changes during annual open enrollment or for a Qualifying Status Change event if you continue coverage.
- Cancel coverage.
- Re-enroll upon rehire if you choose to cancel coverage now. If you cancel your coverage and you are off the payroll for more than one full calendar month, you may make new elections when you return to work; otherwise, your previous coverage would continue.

**Full monthly premium means you must pay your premium amount plus your employer's premium amount.

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You must

1. Call the People First Service Center (PFSC) within 31 days of your last day of employment to change health insurance from family to an individual plan, or to cancel coverage.
2. Call the PFSC within 31 days of your last day of employment to cancel your basic life insurance.
3. Call Minnesota Life (888) 826-2756 if you want to continue optional life insurance.
4. Pay the full** monthly premium by the 10th of each month to continue coverage. You will receive coupons from the PFSC, but you may have to make the first payment without the coupon. Be sure you meet the deadline so your coverage is not interrupted. Payments are for the following month's coverage; for example, when you make your premium payment by June 10, you are paying for July coverage.
5. Make your check or money order payable to Division of State Group Insurance and mail it to:

People First Service Center
Post Office Box 863477
Orlando, FL 32886-3477

DENTAL AND VISION — You can continue your dental and vision coverage for up to 18 months* through COBRA. Refer to the COBRA information enclosed for additional information.

You can

- Make future changes during annual open enrollment or for a Qualifying Status Change if you continue coverage.
- Re-enroll upon rehire if you choose to cancel coverage now.

You must

1. Call the People First Service Center within 60 days of your last day of employment to continue coverage or cancel coverage.
2. Pay any missed premiums within 45 days.
3. Pay the full** monthly premium by the 10th of each month if you continue coverage, plus a 2 percent administration fee⁺. You will receive coupons from the Service Center, but you may have to make the first payment without the coupon. Be sure you meet the deadline so your coverage is not interrupted. Payments are for the following month's coverage; for example, when you make your premium payment by June 10, you are paying for July coverage.
4. Make your check or money order payable to Division of State Group Insurance and mail it to:

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⁺If approved for COBRA disability coverage, you must pay the full monthly premium plus a 50 percent administration fee.

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FLEXIBLE SPENDING ACCOUNTS (FSA) — You can continue to participate in the Medical Reimbursement Account (MRA); however, you cannot continue in the Dependent Care Reimbursement Account.

You can

- Apply your sick and annual leave payout (or any other leave payout to which you are entitled) towards your account balance, or
- Pay by personal check to continue in the plan for the remainder of the plan year.
- Continue the plan if you are rehired within one calendar month, even if you cancel the plan now.
- Participate in the plan during the next plan year if you cancel the plan now and are rehired after one calendar month.

You must

1. Call the People First Service Center within 60 days of your last day of employment to continue coverage or cancel your MRA.
2. Complete and submit the MRA Options When Employment Ends form. The form is online at www.myFlorida.com/myBenefits. Click *Health/Employee*. Then select *Forms and Publications* on the left. Click *Flexible Spending Accounts* and *Health Savings Accounts Forms and Publications*.

SUPPLEMENTAL INSURANCE PLANS — You can continue any pretax supplemental plans you are currently enrolled in: hospitalization, cancer, intensive care, accident, and/or disability. You must call the insurance carrier directly to make arrangements. Find contact information for each carrier at www.myflorida.com/mybenefits.

If you are enrolled in a post-tax supplemental plan through your agency, you must also call the insurance carrier directly to continue the plan. Ask your agency for contact information for any agency-sponsored plans.

**Full monthly premium means you must pay your premium amount plus your employer's premium amount.