



Benefits

When Leaving Employment

ARCHDIOCESE OF SEATTLE

When it's time to move on, whether for a new opportunity or a new phase of your life, you might need to keep your benefits for a while. This brochure summarizes which benefits can be continued, converted or distributed when your Archdiocese of Seattle employment ends.

In most cases, you must take action within 31 days after your employment ends to maintain insurance coverage or have your retirement benefits paid in the method you desire.

This is only a summary; it is not intended to provide complete information. In all cases the plan documents and contracts will prevail. Contact the Benefits Services Office for more information at 800-950-4904 or go to www.SeattleArchBenefits.HRInTouch.com.

Buying Health Insurance Today

The Affordable Care Act (ACA) has redefined many of the rules about purchasing health insurance. As you start your search for new coverage, you should know:

Medical coverage is mandatory

The ACA requires most Americans to have health insurance. If you go without coverage for more than three months, you may have to pay a penalty on your federal income tax. See www.Healthcare.gov for more information.

No more pre-existing conditions exclusions

Insurance companies cannot deny you or any family member health coverage or charge you more based on a pre-existing condition.

Coverage from state health insurance marketplaces

The ACA created a way for each state's citizens (under age 65) to shop, compare and buy standardized health insurance coverage through health insurance marketplaces (also called exchanges; we will use both terms interchangeably).

- The State of Washington has established an exchange: www.WaHealthPlanFinder.org.
- Some states, including Oregon, opted out of a state-run exchange and instead use the federal healthcare marketplace: www.Healthcare.gov.

State marketplace premium assistance may be available

If you buy health coverage through a state or federal marketplace, you might qualify for tax credits or subsidized (reduced) premiums and lower out-of-pocket costs. In addition, you or your children may be eligible for free or low-cost coverage through Medicaid or the Children's Health Insurance Program (called Apple Health in Washington).

The Affordable Care Act (ACA) requires you to have "minimum essential coverage" or pay a tax penalty. If purchasing health coverage through a private exchange, broker or insurance company, be sure the plan you are purchasing covers the "minimum essential benefits."

When Insurance Coverage Ends and Your Continuation Options

Medical Insurance

Continuation of your Archdiocesan-sponsored medical coverage is not available. If you need medical insurance, replacement options include:

Spouses Employer Coverage

Usually employer health plans will allow an employee or eligible family member to enroll within 30 days of losing other healthcare coverage. Ask your spouse to contact his/her human resources or employee benefits department for more information.

Health Insurance Marketplace (if under 65)

You can purchase medical coverage through a health insurance marketplace if you are under age 65 and a U.S. citizen or legal permanent resident. The marketplace you use depends on where you live:

- **Washington:** www.WAHealthPlanFinder.org
- **Oregon:** www.Healthcare.gov

The cost of coverage will depend on a number of factors, including if you smoke, where you live, who is covered and their ages and the plan's benefits. All plans must cover a standard set of essential benefits, but they differ by how much of the medical costs the health plan picks up and how much you pay through copayments and coinsurance. You will need to apply for exchange coverage to find out if you qualify for premium assistance or subsidies and see your actual premiums. (If you decide you don't want the coverage, you can cancel it before it takes effect.)

If you don't qualify for premium assistance on the Health Insurance Marketplace, you may find that private coverage might be better for you in terms of network providers or other benefit options.

Apply ASAP! Like employer-sponsored coverage, health insurance marketplaces and private exchanges have limited times during which you can enroll. Certain life events (such as losing employer-sponsored coverage) qualify you for a **60-day Special Enrollment** period. (You have 60 days from your last day covered to contact the exchange, report the qualifying event, provide documentation and enroll.) If you miss your Special Enrollment period, you'll have to wait until the marketplace's next Open Enrollment period to enroll and could end up without any health coverage in the interim.

Private Coverage Purchased through a Private Healthcare Exchange

There are companies offering online health insurance comparison-shopping portals. You can use their portal to quickly estimate eligibility for premium subsidies on the government-sponsored health insurance marketplace, and if not eligible, compare plans and purchase private health coverage. Private exchanges that contract with the Centers for Medicare & Medicaid Services include:

- GetInsured.com
- eHealthInsurance.com

If you might be eligible for subsidies or premium assistance, leave the private exchange website and go to your state or the federal healthcare marketplace to verify your eligibility for premium assistance/subsidies and to apply for coverage.

Private Coverage Purchased From a Broker or an Insurance Company

Insurance brokers are licensed by the state to help you select and purchase insurance. They sell a variety of types of coverage: some sell life insurance and disability insurance, some sell private or exchange medical plans or Medicare plans; some sell it all. We have listed the contact information for a broker we use, Seniors' Insurance Services, in the sidebar. Keep in mind that there are many brokers and you can use a different broker (ask a friend for a recommendation).

Or, you could skip the middleman and purchase coverage directly from an insurance company (for instance, Kaiser Permanente or Regence).

You can find a list of companies selling health insurance plans on the following websites:

- **Washington:** <https://www.insurance.wa.gov/2017-individual-and-family-health-plans-and-premiums>
- **Oregon:** www.Oregon.gov/DCBS/insurance/gethelp/health/Pages/insurercontacts.aspx
(*case sensitive*)

Medicare (if 65 or older)

If you will be age 65 or older when your coverage ends, you will be eligible for medical coverage through Medicare. To learn more about your options, Medicare has an easy-to-understand handbook, which you can download:

Medicare & You Handbook

<https://www.medicare.gov/medicare-and-you/different-formats/m-and-y-different-formats.html>

Don't delay applying for Medicare! If you don't apply for Medicare by the deadline – different parts (Part B, Part D, etc.) have different deadlines – you may have to pay higher premiums for life.

Seniors' Insurance Services is a brokerage that helps our senior priests and lay employees enroll in Medicare supplement plans. Upon our request, Seniors' Insurance Services has agreed to help our employees (both those under and over 65) find new health insurance or a long-term care insurance policy.

- **Phone:** 800-535-1310
- **Email:** Admin@SeniorsInsuranceInc.com
- **Web:** www.SeniorsInsuranceInc.com

Your medical, dental and vision coverage ends on the last day of the month in which your Archdiocesan employment ends.

Benefits termination date (used in Flexible Spending Accounts to the right) means the last day of the month in which your Archdiocesan benefits end.

Dental and Vision Insurance

Continuation of your dental and vision coverage is not available. Because you cannot continue your current coverage, if you want replacement coverage you must apply for an individual policy directly with the insurance company; the benefits and costs will be different from the Archdiocesan plans.

- **Delta Dental of Washington** – Apply by calling 800-286-1885 or apply online at <https://www.deltadentalwa.com/> (Patients > Shop for an Individual or Family Plan). To avoid waiting periods, you must apply within two months of when your Archdiocesan coverage ends.
- **VSP** – Apply online at www.VSP.com.

Flexible Spending Accounts

Flexible spending account participation ends on your last day of Archdiocesan employment. No further contributions may be made, but you may use the funds in your account as follows:

- **Health Care Flexible Spending Account** – Use your HCFSA funds for healthcare services you received from July 1 (or starting HCFSA participation, if later) to your benefit termination date. Your Navia card will be inactive after your benefit termination date; healthcare services received or purchased after your benefit termination date are not eligible for reimbursement from your HCFSA.
- **Dependent Care Flexible Spending Account** – You can use your DCFSA funds for dependent care services through the end of the plan year, even if the dates of service are after your benefit termination date, as long as the expenses for care allow you to look for work or work full time.

Claims Due Date: The FSA plan runs from July 1 to June 30 each year. You have three months after the end of the plan year (until September 30) to submit claims for reimbursement to Navia. Any money left in your account after September 30 will be forfeited.

Health Savings Account

Health Savings Account (HSA) funds remain yours after leaving Archdiocesan employment. You may continue to use your HSA to pay for or be reimbursed for eligible healthcare services received anytime after your HSA was established. Any HSA funds used for ineligible expenses are subject to income tax and possibly an additional 10% penalty tax.

BenefitHub Discount Marketplace

If enrolled, you may keep your membership and continue to take advantage of these discounts free of charge.

InfoArmor Identity Protection

Your coverage ends on your last day of Archdiocesan employment.

If enrolled, shortly after you leave Archdiocesan employment, InfoArmor will email you an offer to continue your coverage for the same premium you pay now; you'll pay InfoArmor directly. If you don't respond to their email, your coverage will be dropped.

Critical Illness Plan

Your coverage ends on your last day of Archdiocesan employment.

If enrolled, the carrier will mail information about continuing your coverage(s), including new premiums and forms to your home address. To continue up to your current coverage amount(s), you must complete the Compass Portability Request form sent to you by the carrier and return it to them as instructed. You must respond within 31 days of the packet enclosure letter notification date and include the initial quarterly premium with your response to the carrier.

.....
Sometimes transitions are difficult, and the Archdiocesan EAP may be able to help. Call 800-311-4327 or visit the EAP website: www.GuidanceResources.com (Emp. Web ID: ASEAP) for more information. Access to the EAP ends on the last day of the month in which your employment ends.
.....

Basic Life Insurance, AD&D Insurance and/or Optional Group Life (OGL) Insurance

Employer-paid basic life and AD&D insurance, and any optional group life insurance you purchase, end on your last day of Archdiocesan employment.

You may be able to keep some or all of your coverage through Prudential's conversion or portability options. Here's a high level comparison of the differences.

Comparison	Convert	Port
Continuation of:	Basic Life Insurance Optional Group Life Insurance (employee and dependents)	Optional Group Life Insurance (employee and dependents)
Eligible if retiring or disabled?	Yes	No
New policy type:	Individual whole life insurance	Group term life insurance
New premiums:	Typically higher cost than porting	Typically lower cost than converting
For information and application:	877-889-2070	800-778-3827

To apply, call Prudential within 31 days of your last day of Archdiocesan employment.

Long-Term Care Insurance

Employer-paid long-term care coverage ends the last of the month your employment ends. (For instance, if your employment ends June 10, your coverage ends June 30).

If you have long-term care coverage through the Archdiocese, you may continue your coverage by calling John Hancock at 800-600-5709 within 31 days following the day your benefits end.

Long-Term Disability Insurance

Coverage ends on your last day of Archdiocesan employment.

You may convert your coverage to an individual policy with Prudential if you lose coverage due to employment termination and you are not disabled or retiring when your Archdiocesan employment ends. If interested, contact the Benefits Services Office for an LTD Conversion Kit. Applications must be submitted to Prudential within 60 days from the date your benefits end.

Deadlines!

Most benefit programs require that you apply within 31 days of your coverage end date. If you miss that deadline, you will lose your rights to after-employment coverage.

Archdiocesan Retirement and Savings Plans

When you leave Archdiocesan employment, **you have several options for what to do with your vested Lay Pension Plan account and 403(b) Savings Plan.** Options include:

- **Leave it in the plan** – If your vested account balance is \$5,000 or more, you may keep your money in the plan. Although no new contributions can be made, you may continue to choose how it's invested and it will continue to earn investment returns. You will receive quarterly statements.
- **Rollover** – Taxes are deferred if you roll over your account to your new employer's retirement plan (if allowed by that plan) or to an Individual Retirement Arrangement (IRA). Your account cannot be rolled over to a Roth IRA, a Simple IRA or an Education IRA because it will lose its tax-deferred status.
- **Cash out** – If you cash out your account, the part that's in the Lay Pension Plan will be paid as a lump sum. The part that's in the 403(b) Savings Plan will be paid as either a lump sum or an annuity (periodic payments over a specified period).

When the account balance is paid directly to you, you owe ordinary income tax on the distribution – in most cases if under age 59½, you'll owe an additional 10% early withdrawal penalty tax. Although you may owe more or less when you file your income tax return, 20% of your distribution will be withheld as prepayment on the taxes.

What happens if you don't request a payout or rollover within 31 days of leaving, and:

- **If your vested account balance is less than \$1,000**, your vested account is cashed out and mailed to you (minus 20% for income tax withholding). Automatic payouts are processed as soon as administratively possible.
- **If your vested account balance is between \$1,000 and \$5,000**, your vested account is automatically rolled over into an Individual Retirement Arrangement (IRA) through Transamerica Retirement Solutions as soon as administratively possible.
- **If your vested account balance is \$5,000 or more**, your money stays in your Transamerica account until you request a distribution. You may keep your money there as long as you like, but must take a distribution no later than April 1 the year after you reach age 70½.

If you have your money in a former employer-sponsored 403(b), you will have to contact that 403(b) vendor for distribution procedures.

To roll over or cash out your vested account balance, contact
Transamerica Retirement Solutions:

- **Phone:** 800-755-5801
- **Web:** <https://SeattleArch.TrsRetire.com>

BENEFITS SERVICES OFFICE

Phone: 206-382-4566 or 800-950-4904

Fax: 206-382-3493

Email: BenefitsServices@SeattleArch.org

Web: www.SeattleArchBenefits.HRinTouch.com