



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 Integrated Payroll and Benefits Services for more information at 800-950-4904.

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:

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: WaHealthPlanFinder.org. Customer service phone number: **855-923-4633**
- Some states, including Oregon, use the federal healthcare marketplace (Healthcare.gov). Visit Healthcare.Oregon.gov to learn about your options for Oregon residents.

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).

If purchasing health coverage through a private exchange, broker or insurance company, be sure the plan covers the "minimum essential benefits" to ensure you are purchasing comprehensive coverage. Policies that don't cover minimum essential benefits might not cover some services or have lifetime limits that leave significant gaps in your coverage.

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:

Spouse's 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: WAHealthPlanFinder.org
- Oregon: 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 marketplace 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.

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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.

Medical insurance options (continued)

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. [eHealthInsurance.com](http://HealthInsurance.com) is an example of a private exchange that is contracted with the Center for Medicare & Medicaid Services.

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, D&D Insurance Agency, in the sidebar to the right. Keep in mind that there are many brokers and you can use a different broker.

Or, you could skip the middleman and purchase coverage directly from an insurance company.

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

- Washington: <https://fortress.wa.gov/oic/consumertoolkit/Search.aspx>
Insurance.WA.gov Click Types of Insurance > Health > Individuals and families > Individual and family health plans & premiums (on the left)
- Oregon: Healthcare.Oregon.gov

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
medicare.gov/medicare-and-you

Don't delay applying for Medicare!

If you are 65 or older and have put off enrolling in Medicare because you have employer coverage, you have 8 months from the time you lose your coverage as an active employee to enroll in Medicare Parts A and B.

If you don't apply for Medicare by the deadline—you may have to pay higher premiums for life.

Help getting new insurance

D&D Insurance Agency is a brokerage that will help lay employees (both those under and over 65) find and enroll in new health insurance, Medicare and/or Medicare supplemental plans. If you want their assistance, contact D&D directly:

- Phone: **360-392-8159**
- Fax: **360-392-8887**
- Website: danddinsurance.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 888-899-3736 or get a quote online at DeltaDentalCoversMe.com. To avoid waiting periods, you must apply within two months of when your Archdiocesan coverage ends.
- **VSP** – Apply online at 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:

- **Healthcare 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 debit 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** – Use your DCFSA funds for dependent care services you received from July 1 (or starting DCFSA participation, if later) to your benefit termination date. Expenses for dependent care services you received after your benefit termination date are not eligible for reimbursement from your DCFSA.

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 HealthEquity. Any money left in your account after September 30 will be forfeited.

BenefitHub Discount Marketplace

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

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 any time after your HSA was established. Any HSA funds used for ineligible expenses are subject to income tax and possibly an additional tax penalty.

Your HSA will be converted from an employer-sponsored account to an individual account and you will take on any administrative fees associated with the account.

Identity Protection

Your coverage ends on your last day of Archdiocesan employment.

If enrolled, shortly after you leave Archdiocesan employment, Allstate will email you an offer to continue your coverage for the same premium you pay now; you'll pay Allstate 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: 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 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 (LTC) Insurance

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

If you have LTC and want to continue your coverage, contact the insurance company to arrange to pay the premiums directly:

- Trustmark call 800-918-8877
- John Hancock call 800-482-0022

You have 31 days following the day your benefits end to apply to continue your LTC.

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, please contact Integrated Payroll and Benefits Services for a 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). If you do not intend to roll over your account balance into another retirement plan or tax-deferred IRA, you should speak to your tax or financial advisor.
- **Cash out** – If you cash out your account, you can choose to take your Lay Pension Plan distribution as a lump sum or in periodic payments. The part that's in the 403(b) Savings Plan can be paid as either a lump sum or periodic payments.

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.

TRANSAMERICA RETIREMENT SOLUTIONS

Contact to roll over or cash out your vested account balance.

Phone 800-755-5801

Website: <https://SeattleArch.TrsRetire.com>

ARCHDIOCESE OF SEATTLE INTEGRATED PAYROLL AND BENEFITS SERVICES

We're here to help you!

Hours Monday–Friday 8:30 a.m.–5:00 p.m.

Call 206-382-4566 | Toll free 1-800-950-4904 | Fax 206-382-3493

Email IPBS@SeattleArch.org