

PLEASE READ FIRST

As a retiree of Francis Howell School District, you may elect to enroll in either COBRA health insurance benefits **OR** FHSD Retiree health insurance benefits.

COBRA premiums and enrollment paperwork will be mailed to you from our COBRA provider, Allegiance. COBRA benefits would end no later than 18 months from your last day of employee coverage. If you elect coverage through the District as a retiree, you do not need to send in COBRA paperwork. The packet you receive from Allegiance is a mandatory requirement.

Retiree premiums and enrollment paperwork can be found on the retiree enrollment webpage. You are eligible to continue your Retiree medical, dental, and/or vision coverage for as long as you are receiving PSRS or PEERS benefits.

Please note that the premiums and coverage are subject to change each insurance year. Also, please note that if you elect the CDHP medical option as a retiree you will no longer receive the yearly District contribution as you did when you were an employee.

You may continue your current life insurance by completing the enclosed life insurance forms. Our group policy number is F006669-0001. MetLife Insurance Company will discuss cost and will handle the conversion process. You must contact them no later than 30 days after your last day of active employment. For additional information regarding this process, please contact MetLife Company at 1.888.252.3607.

You are eligible to make your **INITIAL Retiree** insurance elections anytime **within the first 12 months after your last day of employment with FHSD**. You will have a special enrollment opportunity at the time of your retirement and may make any changes, additions or deletions to your current coverage that you wish. Once that election is made, you will no longer be eligible to reenroll into any benefit that you have discontinued or add any dependents unless you have an unanticipated change in family status.

An unanticipated change in family status is defined as a birth/adoption, marriage, divorce, a death, or your spouse experiencing an unplanned loss of employer provided benefits. **Please note** that a spouse electing termination of employment or electing retirement does not constitute an unplanned loss of employer provided benefits. If any of these events occur, you have 30 days from the date of the event to contact the Francis Howell School District Benefits Office and you will be allowed to make a change to your coverages. **It is important to note that if you discontinue ALL insurance coverages with Francis Howell School District and your 12 month election period has expired, you will NOT be eligible to reenroll at a later date under any circumstances.**

Election of **Retiree** benefits must be completed via the District's benefits website. The instructions are included in this folder. Once you are enrolled as a retiree, you will be notified each year, during July or August, when the annual open enrollment website will be available. This will give you an opportunity to change plans within the benefit levels you have chosen. For example, if you currently have High Option medical, you would be able to change to Base Option. You would not, however, be able to add any dependents to the coverage or pick up a type of coverage that had not been previously chosen. Please **keep your phone number and address up to date** with the District so you continue to receive open enrollment information each year. Address updates should be emailed to benefits@fhsdschools.org.

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If you elect to continue any of the insurance coverages, you will have the same coverage as a retiree that you now have as an employee. If you become eligible for Medicare, Francis Howell School District medical plan becomes your secondary coverage with Medicare being the primary coverage. When you are eligible for Medicare, you will have additional medical options from which to choose. These plans are not associated with the District other than it allowing you to come back onto FHSD's medical plans IF needed later down the road. For more information on these plans, please contact the Benefits Specialist at 636.851.4030.

If you carry spouse coverage and experience a life event due to you turning 65, but your spouse is not yet 65. You **MUST** elect one of the two Medicare Supplement Plans under the District umbrella of coverage if you wish for them to keep their Francis Howell coverage. These plans are not associated with the District other than it allowing you to come back onto FHSD's medical plans IF needed later down the road. For contact information about these Medicare supplement plans, contact Francis Howell at 636.851.4030.

If you currently are enrolled in a flexible spending account with the District, you will need to incur all expenditures before the last day of your employment. You will have until the end of the insurance Plan Year to submit the claims, but the receipts must be dated while you are still "employed". Please contact BeneFlex at 314.909.6979 for more information.

Retiree premiums will be withdrawn from your bank account on the 1st business day of each month. **Please complete the document for Automatic Withdrawal form and attach a voided check or deposit slip**, to begin the process. NOTE: The amount taken out the 1st of each month will cover your insurance benefits for the same month. (i.e. The July 1 payment will cover insurance for the month of July).

If you will be doing any substituting/tutoring/homebound instruction, etc. for the District, you may elect to have insurance premiums withheld pretax from your paychecks. The advantage of doing this is that you will be able to pay your premium with **pre tax dollars** which will help soften the impact of paying the full premium as a retiree. Please note that you will have to **be careful to not exceed the maximum number of hours** that retirees are allowed to work by Public School Retirement System guidelines. If you are interested in having your premiums withheld from your pay, please indicate that as you elect your retiree benefits on the Smartben website. You should also check the "variable" category on the withdrawal authorization slip. You will have to be diligent in keeping track of the monthly amounts that are withheld. (The money withheld from your paychecks will be applied to the next month's premium) **If you do not work enough in any given month to cover your insurance premium, you will have the additional amount owed withheld from your bank account on the 1st of the next month.** For Example: If you owe \$500 per month and receive a paycheck on Oct. 10 that had \$90 withheld and a paycheck on Oct. 25 that had another \$90 withheld, you would still owe \$320 for the month of November. In this example, we would withdraw \$320 from your account on November 1st.

******Please note that with the pre-tax option, there is an IRS rule that the District cannot hold earnings from one plan year and apply them to the following plan year. This means that if you work, then you will receive a paycheck on 9/10 and 9/25 each year and the full October premium will be withheld from your provided bank account.******

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If you decide you will no longer be working for the District, or no longer wish to have your earnings held for insurance premiums then please make sure to update your pre-tax election at open enrollment or by contacting the Benefits Office at 636.851.6099.

Note: Effective 1-1-15, new retirees may not work for the District for 26 weeks following retirement. (due to Affordable Care Act)

The Affordable Care Act (ACA) contains a requirement that individuals be separated from employment for a period of 26 weeks.

Note: Effective 7-1-10, new retirees may not work or volunteer in any capacity with the District for the first 30 days of retirement.

You can volunteer at a PSRS/PEERS covered employer after retirement for an unlimited amount of time with no effect on your benefits, if you are **NOT** a paid employee for the same employer for any duties, and do not receive any type of compensation from the same employer. But, if you perform paid work **AND** also “volunteer” after retirement at the same PSRS/PEERS covered employer, and the “volunteering” and working are essentially performing the same function, the time spent on so-called “volunteer” work is not considered volunteering and counts toward the 550-hour limit.

If you have any questions, please contact the Benefits Specialist at 636.851.4030 or the Benefits Manager at 636.851.4058.