

This communication is to confirm your separation of your employment with Uplift Education. In this letter, you will find important information about service records, salary, and benefit continuation.

Pay Information

Your final paycheck will be issued via direct deposit and will be subject to all payroll taxes, deductions, and withholdings applicable to your regular pay. Please contact payroll if you have additional questions regarding your last paycheck, please email at people@uplifteducation.org.

Benefit Information

Your medical/prescription/dental/vision benefits through Uplift Education will end on the last day of the Month in which you were employed. For instance, if your last day of work is May 1st then you will be covered through May 31st. Your FSA (if applicable) will end the day after your separation. You will have 90 days to submit claims with a date of service from the first day of the plan year or plan effective date until the day of separation. (This is the runout period). Life/Disability/Supplemental/Guardian insurance plans end on the last day of employment.

School year employees who work through the end of the instructional year, all benefits will continue through July 31st.

You have the right to COBRA continuation coverage through the applicable below administrator based on your medical plan. You will receive a COBRA notice and enrollment application from the administrator via postal mail to the address on file. To enroll, complete and submit the application to the COBRA administrator within 45 days of your last day of coverage and make your first payment to the administrator within 60 days. **Continued health coverage under COBRA can remain in effect for a maximum of 18 months due to the loss of employment. Employees are responsible for the full cost of COBRA premiums, which includes the employer contribution and cafeteria credit. Additionally, a 2% administrative fee will be applied.**

Health Plans	Contacts for Applications and Inquiries
<p>CIGNA Healthcare Plans</p> <ul style="list-style-type: none"> • OAP IN- Low & High Deductible • OAP-HDHP, HSA Elig. (Grandfathered) • Dental • Vision 	<p>Consolidated Admin Services (CAS)</p> <p>Phone :(501) 941-5956</p> <p>Email: info@consolidatedadmin.com</p> <p>Website: https://www.consolidatedadmin.com/</p>

Healthcare FSA (HCFSA)

HCFSA participants have 90 days from their last day of coverage (separation date) to submit claims for reimbursement of expenses incurred during active participation in the plan.

COBRA eligibility of HCFSA is subject to paid claims not exceeding the total amount of contributions from your payroll. If you have spent more than you have contributed, your HCFSA is not eligible for COBRA continuation.

Health Savings Account (HSA):

You may continue to have access to remaining funds in your health savings account (HSA). This plan will continue to be administered by CAS after your separation of employment. Access your account at <https://www.consolidatedadmin.com/> to view your balance, request new cards and submit reimbursement requests. New users must register with their work email address first before gaining access to their account information.

Health Plan	Contact Information
Health Care Flexible Savings Account Health Savings Account	Consolidated Admin Services (CAS) Phone: (501) 941-5956 Email: info@consolidatedadmin.com Website: https://www.consolidatedadmin.com/

Nationwide Pet Insurance and MASA Emergency Medical Transportation Services Information.

To file a claim or track a submitted claim, please contact the carrier directly.

Policy	Contact Information
Pet Insurance	Nationwide Phone: (877) 738-7874 Website: https://benefits.petinsurance.com/uplifteducation
Emergency Medical Transportation Services	MASA Phone: (877) 503-0585 Website: www.masaaccess.com

Short/Long Term Disability and Life Insurance Services Information.

To file a claim or track a submitted claim, please contact the carrier directly. You may be eligible to convert your group life insurance to an individual policy within 31 days of your separation date. If converted, premium payments must be made directly to the carrier who will provide a conversion notice to your address on file within 15 days.

Policy	Contact Information
Short/Long Term Disability/Life Insurance	Dearborn Life Group #: VF028267 Phone: 877-442-4207 Website: Ancillary Blue Cross and Blue Shield of Texas (bcbstx.com)

Accident, Cancer, Critical Life Events, Hospital Indemnity and/or Supplemental/Universal Life Services Information.

If you would like to continue coverage or have questions, please contact Guardian at the number below.

Policy	Contact Information
Accident, Cancer, Critical Life Events, Hospital Indemnity	Guardian Group #: 551834 Phone: 800-268-2525 Hours: 7a-7p CT (Mon-Thu), 7a-5p CT (Fri) Website: www.guardianlife.com
Universal Life	Transamerica (800) 797-2643 www.transamerica.com

403(b) Retirement Plan:

If you are currently enrolled in 403(b) retirement plans through TCG Administrators, [access](https://www.region10rams.org/) your account at <https://www.region10rams.org/> to review your balance, transfer, or withdraw funds. Please note that federal tax law requires a tax withholding rate of 20% for distributed funds not rolled into an IRA or other qualified retirement plan. Contact TCG Group Holdings for further information on federal tax withholdings.

TRS Pension:

If you have neither applied for nor received a promise of employment with a TRS-covered employer, you may terminate membership in the Teacher Retirement System and withdraw all the accumulated contributions in your member account. Please note that terminating your TRS account also terminates all service credit with TRS. Exception for Substitutes: If you are serving as a substitute and are not employed in any other capacity with a TRS -covered employer, you may withdraw your accumulated contributions. Refunded amounts are subject to a mandatory 20 percent federal income tax withholding unless rolled over into another eligible retirement plan.

Retirement Plan	Contact Information
403(b)	TCG Group Holdings Phone: (800) 943-9179 Hours: 8am-7p CT (Mon-Fri) Website: www.region10rams.org Email: 403b@tcgservices.com
TRS Pension	Teacher Retirement System of Texas (TRS) 1000 Red River Street Austin, TX 78701-2698 Phone: 800-223-8778 Hours: 7a-6p CT (Mon-Fri) Website: https://www.trs.texas.gov/Pages/Homepage.aspx

W2 and Paystubs

Please ensure that your address is accurate in TEAMS. Your W2 from Uplift Education will be available online and by mail by January 31st. To access your W2 and opt into the electronic option so you can review your W2 online, please follow the steps below:

1. Login to your [TEAMS Employee Service Center](#)
2. Click **My Payroll Information > My W-2**
3. In the **W-2 Print Options** section, click the **Edit** button and confirm your request for electronic W2 delivery.

You will have access to TEAMS Employee Service Center to view your stubs up to 3 years post your termination date. You might be required to register with a new and unique username as your Uplift username and password will no longer work.

Your Obligations and Next Steps

You are required to return all office property, materials, and supplies including laptop, chargers, badges, and/or keys to your manager no later than your last day of work.

Should you have additional questions or concerns, please feel free to reach out to our Talent Management at people@uplifteducation.org

“Thank you for the positive contributions you’ve made to Uplift Education and our scholars. Wishing you much success in your future endeavors!”

FREQUENTLY ASKED QUESTIONS

What is COBRA?	The Consolidated Omnibus Budget Reconciliation Act (COBRA) includes provisions that allow employees who are leaving Uplift Education to continue to be covered under our group health plan for up to 18 months after the insurance through Uplift ends. If an employee elects to continue coverage through COBRA, they will be responsible for the full cost of the benefits and a 2% admin fee.
How do I elect to continue coverage through COBRA?	CIGNA Healthcare (Medical/Dental/Vision) and Consolidated Admin Services (FSA) are the COBRA administrators for Uplift Education. You will receive a COBRA enrollment notification from the appropriate vendor(s) via postal mail. To enroll, you must complete and submit the paperwork within 45 days of your last day of coverage and you must make your first payment within 60 days. CAS- COBRA Medical/Dental/Vision/ HSA/FSA: Phone: (501)-941-5956 info@consolidatedadmin.com Website: https://www.consolidatedadmin.com/
When will my current insurance through Uplift Education end?	Your medical/prescription/dental/vision benefits through Uplift Education will end on the last day of the month in which you were employed. For instance, if your last day of work is May 1st then you will be covered through May 31st. Your FSA (if applicable) will end the day after your separation. You will have 90 days to submit claims with a date of service from the first day of the plan year/plan effective date until the day of separation. (This is the runout period). Life/Disability/Supplemental/Guardian insurance plans end on the last day of employment. School year employees who work through the end of the instructional year, all benefits will continue through July 31 st .
When will my coverage through COBRA start?	Once you submit the enrollment paperwork and make your first payment, your health insurance coverage will be effective back to when your benefits through Uplift Education ended. You will not experience any lapse in coverage.
Can I include my dependents on my coverage through COBRA?	Yes, if you currently have dependents on your health insurance coverage, then you can absolutely continue to have them covered if you enroll in COBRA.
When can I change my benefits through COBRA?	Once you enroll in COBRA you cannot make changes to your elections unless you 1) cancel your enrollment 2) experience a life event (marriage, birth, etc.) or 3) make changes during the Open Enrollment period in July. Any changes made during Open Enrollment will take effect on September 1. Life Events must be reported within 30 days.
Can I continue other benefits (not applicable to COBRA)?	If you participated in the following plans: Accident, Cancer, Critical Life Events, Hospital and/or Supplemental/Universal Life and would like to continue coverage or have questions, please contact Professional Enrollment Concepts (PEC) at 1-866-409-3174. If you participated in the 403(b)-retirement plan, please contact TCG at 1-800-943-9179 to discuss the options available to you. HSA participants have 30 days to utilize/rollover HSA funds or convert to a retail account with CAS (contact info provided above.)
What happens to the funds I contributed to the pension plan?	For questions regarding your retirement benefits through the Texas Teacher Retirement System (TRS), you may contact them at 800-223-8778 or visit TEXAS TRS . Should you elect to withdraw/rollover your TRS funds from your account, you can request the refund through the "MyTRS" option from their website.
How do I obtain my service records?	Service Records Request can be submitted to HR@uplifteducation.org for processing. Service Records are official State documents that serve as verification of a full-time employee's service and State personal leave information. Typically, record requests take approximately two (2) weeks to process.
What happens to my vacation and local days?	Unused vacation or local days are not paid upon separation of employment.