

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.

Benefits Upon Separation

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 following 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/Voya 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
CIGNA Healthcare Plans • OAP IN- Low & High Deductible • OAP-HDHP, HSA Elig. (Grandfathered) • Dental • Vision	Consolidated Admin Services (CAS) Phone : (501) 941-5956 Email: info@consolidatedadmin.com Website: https://www.consolidatedadmin.com/

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 Savings Plans	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, Life Insurance, Accident, Critical Life, Hospital Indemnity, or Supplemental 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, Basic Life and AD&D Insurance, Voluntary Life Insurance, Accident, Critical Life, Hospital Indemnity,	Voya Financial Group #: 755541 Phone: 833-973-2367 Website: https://www.voya.com/

Cancer and Universal Life Information.

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

Policy	Contact Information
Cancer	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
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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!”