



NON-SCA BENEFITS GUIDE FOR EXITING EMPLOYEES

Benefit	Benefit End Date	SUMMARY
Medical Dental Vision	Last day of the month	You may continue your coverage through COBRA continuation coverage. A COBRA notice will be mailed to your home within a few weeks of your termination date. If you receive your COBRA notice after the effective date of your eligibility, your coverage will be retroactive to your effective date if you enroll within the required time-frame (60 days of the date of your notice). Enrollment instructions will be included with your COBRA notice. If you have not received your notice within 4 weeks of termination or you have any questions, call the Benefits Center at 877.385.0710.
FSA - Health Care	Last day of the month to incur expenses. However, flex card cannot be used after termination date	If you have a positive balance in your account, you have until the end of the month in which you terminate to incur expenses and submit eligible expenses for reimbursement. Through COBRA, if you have a positive balance, you may also continue your Health FSA through the end of the current plan year. Information will be included in your COBRA notice.
FSA - Dependent Care	Last day of the month	If you have a positive balance in your account, you have until the last day of the plan year (12/31) to incur expenses and until 3/31 of the following year to submit for reimbursement. COBRA continuation is not available.
Health Savings Account (HSA)	N/A	If enrolled, all HSA funds deposited into your HSA account remain yours. Please contact the Anthem directly if you have questions.
Basic & Voluntary Life/ Accident Ins	Last day of employment	You have the right to convert Life and AD&D. You will receive an application and additional information about three weeks after your separation. You must submit your application and payment to MetLife within 31 days of your termination of employment. For rates and questions call MetLife: Life Insurance & Accident Conversion: 877.275.6387 (Voluntary only); Life Insurance & Accident Portability: 888.252.3607 (Basic & Voluntary).
MetLife Legal	Last day of the month	You may continue your coverage for 12 months with full premium payment made directly to MetLife Legal. You must call Client Service Center at 800.821.6400 Monday-Friday (8am – 8pm ET) to enroll within 30 days of your last day of employment.
Short Term Disability	Last day of employment	Continuation of coverage is not available. However, if you are receiving benefits, those benefits will continue for as long as you are considered disabled per the terms of the STD policy.
Long Term Disability	Last day of employment	If you have had LTD coverage for at least 12 months prior to your employment end date, you may be eligible to convert your LTD insurance by submitting an application and payment to MetLife within 31 days of termination date. For the application, contact MetLife at 800.929.1492, prompt 5.
Supplemental Health Insurances Pet/Home/Auto	Last day of the month	To continue benefits, call MetLife directly at 800.438.6388.
Employee Assistance Plan (EAP)	Last day of the month	Continuation of coverage is not available through COBRA.



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401(k) Retirement Plan	You can rollover your vested funds into a qualified 401k or a personal IRA. If your balance is greater than \$5,000, you may leave your vested funds in your current account. If you have a loan, you will need to repay it. If you do not repay the loan, the balance will be a distribution to you. It will be taxable income and you will pay a 10% penalty. Contact the recordkeeper directly-- Fidelity at www.401k.com or 800.890.4015.									
Paid Time Off (PTO)	Accrued PTO hours will be paid in your last paycheck.									
W-2&1095 Forms - Address updates	If you move prior to January, send an email with your new address along with your prior address to HRSC@maximus.com or mail the information to Maximus, Human Resources, 1600 Tysons Blvd., Suite 1400, McLean, VA 22102. W-2 and 1095 forms will be mailed out by January 31, with the address on record as of January 7.									
Unemployment Compensation	Unemployment compensation is determined according to requirements of state law and is handled by state agencies subject to their regulations and interpretation. You may not be eligible for unemployment compensation after your last day of work. For further information, please contact your local unemployment office.									
Employment Verification	<p>MAXIMUS provides wage and employment verification services to employees through The Work Number. The Work Number, operated by Equifax Inc., is a secure, automated service that gives you the ability to quickly provide proof of our employment or income. The Work Number is widely known to mortgage lenders, banks, apartment complexes, social service agencies, and others who may need proof of your employment or income. The Work Number is easy to use, and is available 24 hours a day, 7 days a week.</p> <p><i>How to Use The Work Number</i></p> <table border="1" data-bbox="432 853 1839 1134"> <thead> <tr> <th data-bbox="432 853 972 909">Verification Type</th> <th data-bbox="972 853 1348 909">Access Options</th> <th data-bbox="1348 853 1839 909">Information Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 909 972 1018"> Commercial <i>mortgage loan, auto finance, credit card, job offer, apartment lease, etc.</i> </td> <td data-bbox="972 909 1348 1018"> www.theworknumber.com 1-800-367-5690 </td> <td data-bbox="1348 909 1839 1018"> Employer Name or Code <i>MAXIMUS, Inc. Employer Code is 11033</i> </td> </tr> <tr> <td data-bbox="432 1018 972 1134"> Social Services <i>Medicaid, SNAP, TANF, subsidized housing, etc. (only available to qualifying assistance agencies)</i> </td> <td data-bbox="972 1018 1348 1134"> www.theworknumber.com 1-800-660-3399 </td> <td data-bbox="1348 1018 1839 1134"> Employee's Social Security Number </td> </tr> </tbody> </table>	Verification Type	Access Options	Information Required	Commercial <i>mortgage loan, auto finance, credit card, job offer, apartment lease, etc.</i>	www.theworknumber.com 1-800-367-5690	Employer Name or Code <i>MAXIMUS, Inc. Employer Code is 11033</i>	Social Services <i>Medicaid, SNAP, TANF, subsidized housing, etc. (only available to qualifying assistance agencies)</i>	www.theworknumber.com 1-800-660-3399	Employee's Social Security Number
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This guide is applicable to Non Service Contract Act employees only. This is a summary only and should be read in conjunction with each plan's benefit description. If there are discrepancies between this and the plan contract, the plan contract governs.

If you have any questions regarding benefits after termination, please call the Benefits Center at [877.385.0710](tel:877.385.0710)