



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 timeframe (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, email customersupport@gsanational.com or call 800.250.2741
Health Savings Account (HSA)	If enrolled, all funds deposited into your HSA remain yours. Please contact Anthem directly if you have questions.	
Dependent Care Reimbursement Account	Funds available in your Dependent Care Reimbursement Account remain available to you until either (1) the funds have been exhausted or (2) March 31 of the year after separation, whichever occurs first. You may contact FlexFacts for additional details about this account or request a form to file a claim either via phone at 877.943.2287 or online at www.flexfacts.com Please note, FlexFacts will charge a monthly maintenance fee on all accounts not associated with an active employee	
Basic & Voluntary Life	Last day of employment	You have the right to convert Life coverage. 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	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 LTD policy.
Employee Assistance Plan (EAP)	Last day of the month	Continuation of coverage is not available through COBRA.
401(k) Retirement Plan	You can rollover your vested funds into a qualified 401(k) 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.	



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MAXIMUS GSA Retirement Plan	You can rollover your vested funds into a qualified 401(k) or a personal IRA. If your balance is greater than \$5,000, you may leave your vested funds in your current account. If your account balance is \$1,000 or less, the Plan Administrator will direct the Trustee to distribute it to you as a lump sum distribution. Contact the recordkeeper directly-- Fidelity at www.401k.com or 800.890.4015.									
Paid Time Off (PTO)	Accrued PTO will be paid out in your last paycheck.									
Personal Purchased Time Off (PPT) Program	PPT terminates on your last day of employment. If you have taken more PPT than you have paid for, you will be required to repay the excess PPT value and your final paycheck may be adjusted to recover the excess payment. PPT deductions taken to date for any unused PPT will be paid out as soon as administratively possible.									
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="434 938 1839 1187"> <thead> <tr> <th data-bbox="434 938 972 991">Verification Type</th> <th data-bbox="972 938 1350 991">Access Options</th> <th data-bbox="1350 938 1839 991">Information Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="434 991 972 1086"> Commercial <i>mortgage loan, auto finance, credit card, job offer, apartment lease, etc.</i> </td> <td data-bbox="972 991 1350 1086"> www.theworknumber.com 1-800-367-5690 </td> <td data-bbox="1350 991 1839 1086"> Employer Name or Code <i>MAXIMUS, Inc. Employer Code is 11033</i> </td> </tr> <tr> <td data-bbox="434 1086 972 1187"> Social Services <i>Medicaid, SNAP, TANF, subsidized housing, etc. (only available to qualifying assistance agencies)</i> </td> <td data-bbox="972 1086 1350 1187"> www.theworknumber.com 1-800-660-3399 </td> <td data-bbox="1350 1086 1839 1187"> 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 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 document(s), the plan document governs.

If you have any questions regarding your benefits after termination, please call GSA National at 800.250.2714 or customersupport@gsanational.com.