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Dear termed employee,

Re: Life Insurance Continuation

Your group term life insurance through Millard Public Schools has ended. You may be eligible to continue all or a portion of your employer sponsored life insurance benefit without answering medical questions by electing Portability or Conversion within 31 days of the date your employer sponsored coverage ends. Attached is a chart explaining Portability and Conversion, including the eligibility requirements for each option.

Please call Diane Sejut of National Insurance Services at 800-627-3660 Extension 1352 if you have questions about either of these options and if you are interested in electing Portability or Conversion.

Life Insurance Portability and Conversion

If your group life insurance ends due to termination of employment or because you are no longer eligible under the group policy, you may be able to continue your coverage through the portability option or convert it to an individual life insurance policy. The table below explains Portability and Conversion.

	Portability	Conversion
What coverage can be continued?	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Basic Life <input checked="" type="checkbox"/> Employee Supplemental Life <input checked="" type="checkbox"/> Spouse Supplemental Life <input checked="" type="checkbox"/> Child Supplemental Life 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Basic Life <input checked="" type="checkbox"/> Employee Supplemental Life <input checked="" type="checkbox"/> Spouse Supplemental Life <input checked="" type="checkbox"/> Child Supplemental Life
Type of insurance	Group Term Life Insurance	Individual Life Insurance
Election Period	Must be completed within 31 days of the date employer sponsored coverage ends	Must be completed within 31 days of date employer sponsored coverage ends
Amount	50%, 75% or 100% of the amount of life insurance that is ending rounded to the next higher multiple of \$1,000, if not a multiple of \$1,000. Cannot exceed \$350,000 for employee, \$50,000 for spouse and \$10,000 for dependent child(ren).	All or part of the amount of the life insurance benefit that is ending
Guarantee Issue	No medical questions	