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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 regarding the date of your last paycheck.

Benefit Information

Your medical insurance coverage will terminate on the last day of the month in which you separate employment. You have the right to COBRA continuation coverage through the applicable administrator below 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 medical 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.**

Medical Plan	Contacts for Applications and Inquiries
TRS-ActiveCare Plans <ul style="list-style-type: none">• ActiveCare 2• ActiveCare HD• ActiveCare Primary and Primary+	Bswift (TRS ActiveCare) P.O. Box 860620 Minneapolis, MN 55486-0620 Phone: 833-682-8972 Hours: 7am-7pm CT (Mon-Fri)
Scott and White Care HMO Plan <ul style="list-style-type: none">• Central & North Texas Scott & White HMO	Health Equity/WageWorks P.O. Box 226101 Dallas, TX 75222 Phone: 877-722-2667 Fax: 866-450-5641 Hours: 7am-7pm CT (Mon-Fri) Website: https://mybenefits.wageworks.com/

Your dental and vision coverage will terminate on the last day of the month in which you separate employment. You have the right to COBRA continuation coverage through Consolidated Admin Services (CAS). 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 CAS within 45 days of your last day of coverage and make your first payment to CAS within 60 days. Continued dental and vision coverage under COBRA can remain in effect for a maximum of 18 months due to the loss of employment.

Healthcare FSA (HCFSAs) and Health Saving Account (HSA):

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

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

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 termination 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
Dental/Vision/HCFSAs/HSA	Consolidated Admin Services (CAS) Phone: (501) 941-5956 Email: info@consolidatedadmin.com Website: https://www.consolidatedadmin.com/

Your Short/Long Term Disability and Life Insurance will terminate on your date of separation. 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 termination 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	Lincoln Financial Group Group #: 00037774 Phone: 800-423-2765 Hours: 7a-7p CT (Mon-Thu), 7a-5p CT (Fri) Website: www.lfg.com

Accident, Cancer, Critical Life Events, Hospital and/or Supplemental/Universal Life coverage will terminate on your date of separation. If you would like to continue coverage or have questions, please contact Professional Enrollment Concepts (PEC) at 1-866-409-3174. These coverages will terminate on your date of separation.

Policy	Contact Information
Short/Long Term Disability/Life Insurance	Lincoln Financial Group Group #: 00037774 Phone: 800-423-2765 Hours: 7a-7p CT (Mon-Thu), 7a-5p CT (Fri) Website: www.lfg.com
Universal Life	Transamerica (800) 797-2643 www.transamerica.com
Accident Critical Illness Cancer Insurance Hospital Indemnity	Guardian Plan 551834 (800) 268-2525 www.guardiananytime.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 of 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 31, 2023. 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.

Service Records

Service Records can be requested via IHelp>Talent Management> Service Record Request. 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.

Exit Survey

As you transition from the organization, we want to hear what you have to say. Please take a few moments to complete [this exit survey](#). We are constantly striving to improve our work environment and value your unique perspective and feedback.

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 hr@uplifteducation.org

Thank you for the positive contributions you have made to Uplift Education and our scholars. We wish you success in your future career endeavors.