
BENEFITS INFORMATION FOR TERMINATED EMPLOYEES



For questions about your benefits, please contact the Benefits Department at 617-746-5640 or benefits@rcab.org. Access the Retirement/Termination Toolkit at catholicbenefits.org/retirement-terminations for additional information.

- ❑ Benefit coverages will end at 11:59 pm on the last day of the month in which your employment ends.
- ❑ **Health/Dental** - If you are currently enrolled in one of the RCAB Health Plans and/or Dental Plan and you would like to continue your Health and/or Dental coverage following the end date of your coverage, if you are under age 65, you may be eligible for the RCAB Continuation of Coverage program (COC). Information about COC will be mailed to you once your termination date is entered in the payroll/benefits system. Enrollment forms can also be accessed at catholicbenefits.org/retirement-terminations.
- ❑ **HealthEquity HRA account** - If you have a HealthEquity HRA account, into which Wellness Program incentives were deposited while you were enrolled in one of the Archdiocese of Boston Health Plans, this account will not be available for any expenses you incur after the last day of your RCAB Enhanced or Basic Health Plan coverage. In addition, your HealthEquity Visa credit card will be deactivated the day after your coverage ends. If you had claims through the last day of your coverage for which you received a bill after your last day of coverage, you may submit a request to have HealthEquity pay the provider up to 90 days following your last day of coverage. Alternatively, you may pay out-of-pocket for eligible expenses incurred through your last day of coverage and then receive a reimbursement through HealthEquity up to 90 days following your last day of coverage. Log in to myhealthequity.com or call HealthEquity at 866-346-5800 for more information.
- ❑ **Transition Assistance Program (TAP)** – If you had one or more years of continuous service and worked at least 20 hours per week (schools/other 10-month assignments require 24 hours per week) at a location enrolled in TAP, you may be eligible for TAP (*i.e.*, private unemployment insurance) benefits if you had a qualifying involuntary job loss. Contact Human Resources at 617-746-5825 for any questions and to obtain an application.
- ❑ **401(k)** - If you have a 401(k) account with the RCAB 401(k) Retirement Savings Plan, Voya will mail information to you regarding your distribution options. You may also contact Voya at 855-817-1664 to speak with a Voya customer service associate for questions and to process your distribution request. For more information, log in to your account at rcab.voya.com. There is a 30-day waiting period after your employment termination before you can request a distribution.
- ❑ **Life insurance** - You may be eligible to convert your group life insurance policy to an individual policy at your own cost. The insurance carrier, Symetra, will mail life insurance conversion information to you after your termination. You have 31 days after your group life insurance ends to submit a Request for Information Form and initial premium. You can access the form by selecting **Life Insurance Conversion** at catholicbenefits.org/retirement-terminations. To learn more about conversion, call Symetra at 1-888-999-4767 or visit symetralifeconv.com.
- ❑ **Long Term Disability (LTD)** – If you were unable to work due to medical reasons at the time of your employment termination, you may be eligible to apply for and receive LTD benefits in the form of monthly benefits you once you have been disabled and unable to work for a 180-day elimination period. For questions about eligibility and how to apply, contact the Benefits Department.
- ❑ **Pension** - For questions about Pension Plan benefits, please contact the Benefits Department.
- ❑ **Contact Information** – Before leaving employment, notify the location's business manager of any change in your mailing or email address and phone number. Updated contact information will ensure that you receive important notices from the Benefits Department.