

Checklist for Employees Ending Employment Retirement, Termination or Resignation

The following Benefit Coverages will continue ONE MONTH following your last paycheck:

- **State Health Benefit Plan** – COBRA is available up to 18 months. Notification will be mailed from State Health Benefit Plan/ADP. Contact State Health with questions at 800-610-1863.
- **Dental & Vision** – COBRA is available up to 18 months. Notification will be mailed from Navia. Contact the FCS Service Center with questions at 1-877-201-0487.
- **Disability** – Conversion is not available.
- **Life Insurance** – Depending on certain factors, you may be able to continue your coverage. For additional information, please call Metlife at 877-275-6387. The group # is 166712.

The following Benefit Coverages will terminate at the end of the month on which you receive your paycheck:

- **Chubb Permanent Life** does have portability. Contact Chubb at 1-855-241-9891 for more information.
- **FLEX Spending Accounts** – All expenses must be incurred by the date of your **last paycheck** (example: Last paycheck 7/31/2025 = end date of coverage). You will have until December 31st to file a claim for **medical** incurred expenses. **Dependent Care** incurred expense claims must be submitted within 60 days of termination date. Contact NAVIA at 800-669-3539 with questions.
- **Metlife Accident and Critical Illness** does have portability available. Notification will be mailed from Metlife. Contact Metlife at 800-858-6506 with questions.
- **Genomic Life** does have portability options. Please contact Genomic Life at 1-844-694-3666.
- **Tax Sheltered Annuity** – Contributions to a tax-sheltered account may be eligible for roll-over to another qualified retirement account. Please contact your state retirement agency for appropriate forms. (Teacher Retirement, Public School, Valic Supplemental, TSA Companies)

RETIREMENT – State Health Benefit Plan is the only benefit premium that can be deducted from your Retirement check. This applies to ERS, TRS, and PSERS retirees.

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MUNIS Self Service: Please update your new email and physical address, if applicable.