# Life Events: Layoff Candidate Checklist

## Health Insurance
- COBRA continuation is available for up to 18 months. Employer contributions, if you are eligible, will continue for the first 6 months. After 6 months, you must pay the entire premium plus a 2% service charge for coverage to continue. The six month subsidized period beginning the first of the month following the month in which the lay off occurs.
- ✅ You will receive a letter after your lay off notice is processed.
- ✅ You must elect COBRA to keep the insurance. You will be billed monthly for the appropriate premium.
- ✅ Contact the Human Resource Information Center (HRIC) at 684-5600 for assistance.

## Dental and Vision Insurance
- COBRA continuation is available for up to 18 months. You must pay the entire premium for coverage to continue.
- ✅ You must elect COBRA to keep the insurance. You will be billed monthly for the appropriate premium. The premium is the full cost of coverage plus a 2% service charge.
- ✅ Contact HRIC for assistance.

## Reimbursement Accounts
- You can continue after-tax contributions to your health care reimbursement account until the end of the plan year (December 31) after employment ends OR you can submit claims for expenses incurred up through your termination date for the health care reimbursement account. You can continue to submit dependent care account claims through the end of the plan year, up to the balance in your accounts as of your lay-off date with no continuation. Cobra payments for health care reimbursement account are also sent to CobraServ.
- ✅ Contact HRIC or WageWorks for assistance on reimbursement changes.

## Life Insurance
- ✅ Assess coverage needs based on current and future debt.
- ✅ Continue or reduce coverage as necessary.
- ✅ Contact HRIC or service provider for assistance regarding continuation options.

## Educational Benefits
- ✅ Eligibility for Educational Assistance benefit ends.
- ✅ Contact HRIC for assistance with Tuition Grants.

## Retirement Plans
- ✅ Contact HRIC and/or retirement investment carriers (Fidelity, Vanguard, Scudder, TIAA-CREF, AIG Retirement) for specific retirement plan information.

## Other Insurances
- ✅ Contact specific plan providers regarding Long Term Care, Long-Term Disability Enhancer and Personal Casualty coverage options.
- ✅ Contact MGIS to continue or change existing Voluntary Long-Term coverage.