

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.
- **Metlife 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 final 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.

Important Retirement and Social Security Information

As a school system employee, it's important to know whether you're contributing to Social Security. For the Forsyth County School District, Social Security taxes were withheld from your paycheck, and you were earning credits toward federal retirement, disability, or survivor benefits under Title II of the Social Security Act.

You were also enrolled in a pension/retirement plan: either TRS, PSERS, or ERS. If you're unsure of your status, review your paycheck or reach out to your Payroll Department for more information. More information on the retirement plans is available here:

- TRS: <https://www.trsga.com/>
- PSERS: <https://www.ers.ga.gov/public-school-employees-retirement-system>
- ERS: <https://www.ers.ga.gov/>

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

Benefit Contacts:	Katie Beusse Paula Whitley	770-887-2461 ext. 202136 770-887-2461 ext. 202141	kbeusse@forsyth.k12.ga.us pwhitley@forsyth.k12.ga.us
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MUNIS Self Service: Please update your new email and physical address, if applicable.