



TRUSTALK

February 2003 • Volume 10 • No. 1

Inside this issue

Open Enrollment 2003

Summer Programs for Kids

Layoff Concerns

NEW TWIST TO A CURRENT BENEFIT

portable life insurance

The Trust is able to respond to members' needs and concerns through our Board of Trustees, who approved the following new benefit feature. Portability means that members (not dependents) can take (port) their supplemental life insurance with them when they retire or leave State service. This new feature, beginning July 1, 2003, allows members who apply to Prudential to port the coverage they have at the time they leave State service, and continue this coverage at rates lower than converted insurance. The supplemental life insurance plan has not changed in any way for members actively at work or their covered dependents. Portability offers members leaving State service a lower cost option to continue life insurance. Many members are surprised to learn, after years of service, that the only life insurance available to them is converted insurance (which can be very expensive).

How it works

Any member leaving State service after July 1, 2003, may apply to port their coverage.

Once members apply for portability, there are a few differences between the ported plan and the active members' plan, including:

- Administration - Prudential administers, not the Trust;
- Benefits - Coverage amounts are reduced at age 65 and end at age 90; and
- Costs - Member pays directly to Prudential, and premiums may change after the first year.

The new *Supplemental Life Insurance* plan booklet, which you will receive with the enrollment materials in April, will offer more detail, but here's an overview.

Decide your benefits amount

You do not have permanent life insurance as a State employee. However, with portable insurance, you, the member, can take your current coverage with you if you're laid off or when you retire. How do you decide what the right amount is, for the time you're employed and for the time that you're not?

Evaluate what you have

The Trust offers supplemental life insurance to all members and their dependents. Members with a year or more of continuous State service also receive a combination of basic life insurance benefits and accidental death benefits. This coverage is flexible, as members are guaranteed some protection (basic offers a benefit equal to basic annual earnings for full-time employees), but can purchase additional coverage based on their family/financial needs. All of the Trust's plans are term life insurance.

BENEFIT CALCULATION

Supplemental life insurance is easy, because the amount of your benefit is the amount you choose during enrollment (provided that Prudential approves).

Basic life insurance may require math, because the amount of your benefits equals: your regular pay (the "total rate" on your paystub), not counting commissions, bonuses, overtime pay or any other pay or fringe benefits, times 2,080 hours (for full-time employees) or 1,040 hours (for part-time employees).

their plans after initially enrolling. Some members never enroll, because about 70% members do not carry a policy. If any of the following has happened to you since you were hired, review your coverage now. Have you:

- Moved to a different home, or purchased your first home?
- Married, divorced or been widowed?
- Had a child or grandchild?
- Watched a child become financially independent?
- Received a promotion or change in earnings?
- Started your own business?
- Began caring for an elderly relative?
- Learned of a dependent's change in health?
- Took out a large home equity, auto or other type of loan?
- Started a college fund?

Insurance can provide the funds necessary for your surviving family members' current and future needs. Your family can maintain its standard of living and eliminate outstanding debts, after covering the cost of your funeral. After calculating your funeral costs, consider how much your family will need to meet immediate debts (medical, mortgage, car loans and credit cards), education for your children, and support for your spouse. You may then want to calculate other factors, such as paying off long-term debts or fully funding your dependents' education. Working through the numbers and considering your family's needs should help you find a target range for insurance coverage. We've put some worksheets on our website to help you calculate your needs: www.benefitstrust.org/supplifeneeds.htm. Once you figure out how much your family spends and what your needs are, you may be ready for open enrollment 2003. Look for our enrollment materials and any special announcements from us to arrive in your home mailbox.

If you're not sure how much supplemental life insurance coverage you currently have, call Prudential at 800-778-3827.

How to enroll

It's simple. Enroll in supplemental life during the 2003 open enrollment. When you leave State service, make sure you complete the forms Prudential will send you within 31 days of your last day of work. Pay the bill that they send to you. That's it!

Term insurance does not accumulate cash value and allows you to convert to a permanent policy within a certain time without having to submit evidence of good health. Our supplemental life policy will allow members to port coverage beginning July 1, 2003. To port, you will not need to provide proof of good health for this term insurance to continue. April and open enrollment are only a few months away; now is a good time to track your finances and consider how much supplemental life coverage you need. Since open enrollment is the only time you can make changes to supplemental life insurance, all members should consider their options, not just those who may be losing coverage.

List your important life events and update your dependents

Most members have had some life changes since first signing up for supplemental life insurance. We know that the average Trust member has 11.7 years of service, but that many members don't change

PORTABILITY IS	PORTABILITY IS NOT
<ul style="list-style-type: none"> • Available for members. • A new option beginning July 1, 2003. • Based on the member's current supplemental life insurance benefit amount. • Term life insurance. 	<ul style="list-style-type: none"> • Available to dependents. • Available to members before July 1. • Calculated based on basic life or accidental death insurance benefit amount. • Whole life insurance.
<ul style="list-style-type: none"> • Available to members who apply within 31 days of leaving State service. • Guaranteed issue. The amount members carry as active employees will be the amount that they can take when they leave employment. • Administered through Prudential, which also provides the members with customer service. 	<ul style="list-style-type: none"> • Automatic. • Granted only after providing a medical history. Prudential provides preferred rates to members supplying satisfactory medical evidence. • Administered by the Trust (once members leave, the Trust is no longer involved).

More details about the new portability feature of supplemental life insurance are available at: www.benefitstrust.org/port.htm.

OPEN ENROLLMENT 2003

Open enrollment will be April 28 - May 9. During this period, you may enroll in or change dental, vision and supplemental life insurance coverage, if eligible. You may also add eligible dependents at this time. Changes or enrollments will take effect July 1, 2003 (supplemental life will take effect following the first deduction from your pay).

Union Benefits Trust.
Serving Union-represented State employees in OCSEA/AFSCME Local 11, District 1199/SEIU, OSTA, FOP/OLC, SCOPE/OEA and CWA.

BOARD OF TRUSTEES

Ronald C. Alexander, Chair,
OCSEA/AFSCME

Irwin Scharfeld, Vice Chair,
OCSEA/AFSCME

Lisa Hetrick, Secretary,
District 1199/SEIU

Vanessa Tolliver, Treasurer,
OCSEA/AFSCME

Sharon L. Brown,
OCSEA/AFSCME

David Klopstein, FOP/OLC
Vickie A. Miller, SCOPE/OEA

Nan Neff, DAS/HRD

Jim Roberts, OSTA

David Slone, OCSEA/AFSCME

Kathleen Stewart,
OCSEA/AFSCME

Charles Williamson,
OCSEA/AFSCME

In Solidarity.

Open Enrollment 2003

Your Once-a-Year Chance to Make Changes

Dental	You can enroll, change coverage or add eligible dependents effective July 1, 2003.	Submit form to your Payroll/Personnel officer Must be received by May 9.
Vision		
Supplemental life	You can enroll or increase your coverage (up to limits) effective July 1, 2003. You can enroll eligible dependents or increase coverage (up to limits) effective July 1, 2003.	Mail form to: The Prudential Insurance Company of America P.O. Box 5072 Millville, NJ 08332-9931 Must be postmarked by May 9.

Forms will be mailed to homes as part of Highlights book and available on the Trust web site www.benefitstrust.org.

Following are open enrollment resources for you, plus some information that needs clarification.

Important benefits materials

Plan booklets

The plan booklets include detailed descriptions of all Trust-sponsored plans, as well as comparison charts so you can review the plans side by side. Eligibility, exclusions and filing information can also be found in these booklets. **A new *Supplemental Life Insurance* plan booklet will be sent to you along with your enrollment materials this year.** Discard your current booklet and use this new booklet along with the others for dental, vision, basic life and Working Solutions that were mailed to you in March 2001. Members hired after March 2001 should have received the booklets shortly after hire.

Highlights book

The highlights book that will be mailed to you is designed to help you enroll, but two versions exist because eligibility varies based on length of service.

For members with a year or more of State service by July 1, the highlights book will include a dental and vision enrollment form and supplemental life form.

The books for members with under a year of State service will include a supplemental life form.

Dental, vision and basic life plan details will be mailed approaching their one-year anniversaries of continuous State service.

Plan directories

Before completing your enrollment forms, you may wish to consult plan network provider information for Cole, VSP or MetLife. The plans do not provide directories unless requested.

MetLife 800-984-8649
Cole 800-334-7591
VSP 800-877-7195

All of the plan materials and Trust communications (including links to plan network information) will be available on the Trust's website at www.benefitstrust.org.

Benefits fairs

The Trust will send staff to as many scheduled fairs as possible, and we will set our schedule as soon as the State Department of Administrative Services (DAS) sets the official schedule. However, the Trust staff is only seven people, and we need to keep our doors open during open enrollment (to handle your calls and e-mails), so we have to reduce the number of fairs that we attend. We apologize in advance if we're missing a fair at your location, but encourage you to attend a nearby fair if security clearance permits.

Eliminating some myths

Here are some misconceptions we hear every year as we approach open enrollment:

- **Myth #1** - I can switch dental or vision plans during the year if my dentist or eye doctor drops out, or if move.
- **Reality #1** - Only certain changes can be made during open enrollment.

During open enrollment April 28 - May 9, you may change the dental, vision or supplemental life insurance coverage for you or your family (if you have at least one year of State service). If you have less than a year of State service, you may enroll in or change your supplemental life insurance coverage. Established term employees should talk with their Payroll/Personnel officers for eligibility and enrollment information.

Dependents who meet eligibility requirements can be added during open enrollment.

- **Myth #2** - I will lose benefits if I don't sign up during open enrollment.
- **Reality #2** - You must sign up at some point to receive dental or vision benefits, but once enrolled, you do not need to re-enroll this year. Your automatic benefits are not impacted by open enrollment.

If you don't complete an enrollment form, you will still be covered by the plan(s) in which you're currently enrolled. This also means that if you have not enrolled in dental or vision coverage, you will continue to go without coverage.

The benefits you automatically receive (basic life after one year of State service, or Working Solutions at hire) do not require you to enroll. You must designate a beneficiary for your basic and/or supplemental life benefits if you haven't already.

All members are covered by Working Solutions, an information and referral service, and the Trust pays your cost in full.

- **Myth #3** - I enrolled in health care, so I don't need to enroll in dental or vision coverage.
- **Myth #3a** - I didn't enroll in health care, so I'm not eligible to enroll in dental or vision coverage.
- **Reality #3** - The Trust's coverage is independent of the health care coverage.

It really doesn't matter if you have or haven't enrolled in health care. As long as you meet our eligibility requirements, you may enroll in Trust coverage. However, you do need to enroll, because dental, vision and supplemental life insurance coverage are not automatic.



LAYOFF

concerns



We know the State budget is bleak and the headlines are bad. Many of you are concerned about your jobs and what will happen if your job ends. If you're facing a layoff, we can answer some of your concerns related to your benefits. Other concerns will likely be handling stress, managing between jobs and handling your money wisely; Working Solutions offers materials to help you with these issues and others you may have.

Here's what you need to know about your Trust-sponsored coverage and what will happen if a layoff occurs.

Dental and vision plans

You will be eligible for COBRA coverage for the dental plan and/or vision plan in which you are currently enrolled. In general, COBRA continues coverage for you and your currently enrolled dependents for 18 months. To start the COBRA enrollment process, you should contact your Payroll/Personnel officer to complete the form ADM 4750. Once this form is received and processed by the Trust, we will send you instructions for enrolling and sending payments. Under COBRA, you pay for the cost of your coverage. Here are the COBRA rates effective July 1, 2002, through June 30, 2003.

	Single	Family
DENTAL		
Preferred Choice	\$18.13	\$45.32
Quality Dental	\$17.50	\$43.76
VISION		
VSP	\$5.32	\$13.31
Cole	\$3.17	\$7.94

We suggest you review the plan booklet for dental and/or vision for more detail.

The Trust will publish new COBRA rates following open enrollment 2003 that will be effective from July 1, 2003 to June 30, 2004.

Life insurance

You may continue your basic and supplemental life insurance under a group policy if you are laid off for up to 12 months. You are responsible for making arrangements with Prudential and/or your Payroll/Personnel officer to make sure your coverage continues. See the continuation information at right for basic life insurance and supplemental life insurance.

If you return to work within the 12-month period following a layoff, you will be eligible for refunds of the unused portion of premiums you paid to continue coverage, and your coverage under the Trust should begin the first of the month following the date on which you return to active payroll. You should notify Prudential of your return to work so that your pro-rated refund will occur on a timely basis.

If you do not return to work within 12 months, you may convert basic and supplemental life insurance. If the layoff occurs on or after July 1, 2003, you may port your

supplemental life insurance instead of exercising the current conversion option. Prudential should offer you these options in the 12th month of continuation.

We suggest you review the life insurance plan booklets for more detail about coverage (remember that a new supplemental life booklet is coming), and brush up on the process and costs of continuation below.

To continue basic life insurance

When you are laid off, you may continue your basic life insurance coverage for up to 12 months at group rates. However, you must pay for the entire year's cost at the time of your layoff; payment may be made by personal check (made payable to Prudential) or can be deducted from your last paycheck. The rate for continued basic life insurance is \$.192 per \$1,000 of coverage per month. The Trust will publish new rates following open enrollment 2003 that will be effective from July 1, 2003 to June 30, 2004.

An example:

Joe is a coworker who will be laid off. Joe may continue his coverage for his basic life insurance coverage if he makes arrangements with his Payroll/Personnel officer before leaving State service. His coverage is equal to his yearly salary of \$29,000, and so to continue coverage for a year, Joe must pay \$66.82, or have it deducted from his last check.

$$\begin{aligned}
 &29 \text{ (units of \$1,000 coverage)} \\
 &\quad \text{times} \\
 &$.192 \text{ (rate for basic life insurance coverage)} \\
 &\quad \text{times} \\
 &12 \text{ (months because it is an annual premium)} \\
 &\quad \text{equals \$66.82}
 \end{aligned}$$

To continue your basic life insurance, see your Payroll/Personnel officer to complete the form ADM 4302.

To continue supplemental life insurance

As with basic life insurance, you may continue your supplemental life insurance coverage for up to 12 months, however, unlike basic life, the premium must be paid directly to Prudential. To continue your supplemental life insurance coverage for yourself and any enrolled dependents, contact Prudential at 800-778-3827. Or, you may complete the supplemental life continuation form (GL99.432), and mail this form to Prudential along with your premium payment for the first quarter of continued coverage. You may wish to discuss payment timing with Prudential, but payments are typically quarterly.

SUMMER PROGRAMS FOR KIDS

Summer is months away, but now is the time to start making plans for summer camp or programs (and not just because of cabin fever). Working Solutions can help you with the planning, whether you're looking for low-cost activities to occupy the kids while you're at work or for specialty overnight camps. Their service is designed to help you with balancing your work/family needs. Their offerings are so broad that the best way to get a sense of how they can help is to call and ask. An easy way to become introduced to this program is by taking advantage of the featured topic, described below. The articles below are best suited for parents of 6-11 year olds (who should have received a postcard on this topic), but Working Solutions has materials available for older children too. Free articles to help prepare for camp include:

- Camp Essentials helps pack with the basic necessities, and guides around the typical no-nos.
- Questions to Ask a Camp Director lists some important questions to ask of camp staff to decide if the camp's brochure is accurate.
- Summer Camp Websites offers referrals to some of the bigger camp search pages on the net.
- Should My Child Go to Overnight Camp explains some of the signals that a child is ready for camp and gives some tips for coping with the homesickness of most first-time campers.

You can obtain these articles online or by calling Working Solutions today!

Working Solutions will offer you personalized assistance in finding the right camp or program.

Remember, the Trust offers Working Solutions at hire to all Union-represented State employees, and for quick service, members can link to their site through the Trust's site: www.benefitstrust.org. Working Solutions' toll-free number is 800-358-8515. TDD is 800-898-1118.

Contact Trust customer service at 614-508-2255 or 800-228-5088 if you have any additional questions regarding your benefits or you require assistance. TDD is 877-786-1642 for IVR help only.

Please note that supplemental life insurance is a prepaid benefit, so unless you contact Prudential to continue your coverage, it will end the last day of the month following the month of your last deduction. For example, if the deduction was taken in February, insurance will end March 31.

Working Solutions

There is no continuation, conversion or COBRA program for this benefit, so contact Working Solutions as often as necessary while still actively at work. Any cases or research in progress will continue until your issue is resolved, regardless of at-work status.

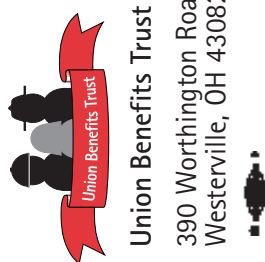
To learn how Working Solutions Service might assist you, we suggest you review the plan booklet and also consider contacting them at 800-358-8515 or online by linking through the Trust's website: <http://www.benefitstrust.org>. They have an extensive online library of reference material, and personalized assistance is available every day.

What happens to your benefits following layoff

Benefit	Continues?	Who pays premiums?	Member action required?	After continuation
Dental	For 18 months under COBRA	Member pays cost. See rates on p. 3	Payroll/Personnel officer has form ADM 4750	Member must find own coverage
Vision	For 18 months under COBRA	Member pays cost. See rates on p. 3	Payroll/Personnel officer has form ADM 4750	Member must find own coverage
Working Solutions	No	No	N/A	N/A
AD&D or AD insurance	No	No	N/A	N/A
Basic life insurance	For 12 months	Member pays \$.192 per month/\$1,000 of coverage due at time of layoff	Payroll/Personnel officer has form ADM 4302	Member may convert to individual policy with Prudential
Supplemental life insurance for members	For 12 months	Member pays amount formerly deducted from paycheck, and must contact Prudential to start payments	Contact Prudential at 800-778-3827 and complete the supplemental life continuation form	Member may port coverage or apply for conversion with Prudential
Supplemental life insurance for dependents	For 12 months	Member pays amount formerly deducted from paycheck, and must contact Prudential to start payments	Contact Prudential at 800-778-3827 and complete the supplemental life continuation form	Dependents may convert to individual policies with Prudential

Trust Talk contains highlights of your benefits and is not a plan document. See the official plan documents for full plan details. If a discrepancy exists between this newsletter and the plan documents, the plan documents are always the final authority.

PRSRT STD
U.S. Postage
PAID
Columbus, OH
Permit No. 6595



Union Benefits Trust
390 Worthington Road, Suite B
Westerville, OH 43082-8332

Major changes to your life insurance

PORTABLE LIFE INSURANCE

YOU CAN TAKE IT WITH YOU