

WV Public Employees Insurance Agency (PEIA)

601 57th Street SE, Suite 2
Charleston, WV 25304
304-558-7850 or 888-680-7342

Prospective Retiree:

Congratulations on your upcoming retirement!! We understand that retiring can feel overwhelming, and it is a big decision. We want to make this change as simple as possible for you. Below we have provided the steps and information you will need to have a successful retirement experience with PEIA.

Please understand that to be eligible for PEIA Retiree Health Benefits, you must:

1. meet the minimum eligibility requirements of the applicable State retirement system or a PEIA-approved retirement system; **and**
2. your last employer immediately prior to retirement must be a participating employer in the PEIA Plan and under a State retirement system or a PEIA-approved retirement system.

If you don't meet both of these requirements, you are not eligible for PEIA benefits in retirement.

Step 1: Verify your eligibility for taking full retirement.

- If you're not sure what retirement system you're in, check with your agency benefit coordinator (the person in your agency who handles benefits) to confirm the system you're in and to confirm that it's a PEIA-approved system. **Please Note: Some Non-state agencies do not offer PEIA retiree benefits. You may check your eligibility with your agency's benefit coordinator or by contacting PEIA.**
- The WV Consolidated Public Retirement Board's (CPRB) phone number is (800) 654-4406 or (304) 558-3570. If you work for a state agency, county board of education, or certain non-state agencies, CPRB can verify your eligibility for full retirement and provide an estimate on your pension/annuity. You will be sent paperwork from the CPRB to complete in order to start your pension/annuity.
- If you're not covered under a CPRB plan, then your employer will verify your eligibility for retirement.

Step 2: After you have verified your eligibility for taking full retirement, you should speak with your agency's benefit coordinator to enroll for PEIA and Mountaineer Flexible Benefits retiree benefits.

You can also find the forms you need on the PEIA website at peia.wv.gov – look under FAQ > Retirement. The following forms need to be completed and submitted to your Agency's benefit coordinator. **The Agency section on each form **must** be completed by your agency's benefit coordinator before the form is submitted to PEIA.

PEIA RETIREE HEALTH ENROLLMENT FORMS

PEIA Policyholder Termination of Coverage Form (1 page)

- This form will end all of your benefits as an active employee. You will complete the Employee section and in the Termination Reason section, mark Retirement and then sign and date in this section.
- Your coverage as an active employee will be terminated at the end of the month in which you retire. You must re-enroll as a retiree using the following forms for health insurance, basic life, optional life, and dependent life insurance.
- Your agency's benefit coordinator **must** complete the Agency section at the bottom of this form.

PEIA Retiree Health and Basic Life Enrollment Form (2 pages)

- This form is used to continue health coverage or to add health coverage if you were not previously enrolled as an active employee. Retirement is not a qualifying event to change your health plan unless you are covered by The Health Plan of WV and you are moving outside of the coverage area or you or your dependent(s) are eligible for Medicare.
- This form is also used to continue basic life insurance coverage. You must keep basic life insurance to enroll for Optional Life and/or Dependent Life.
- Retirement is your only opportunity to keep, add or increase this coverage. You will not be eligible to enroll or increase these benefits after retirement.
- Your agency's benefit coordinator must complete the Agency section at the bottom of page 2 of this form.

PEIA Retiree Optional Life and Dependent Life enrollment Form (2 pages)

- This form is used to enroll for Optional Life and Dependent life.
- Retirement is your last opportunity to keep, add or increase this coverage. You will not be eligible to enroll or increase these benefits after retirement.

3

- MetLife will require a statement of health form filled out for new enrollment or increasing benefits.
- Your agency's benefit coordinator must complete the Agency section at the bottom of page 2 of this form.

If You Do Not Want to Continue ANY PEIA Coverage After You Retire

- You will still need to complete the PEIA Policyholder Termination of Coverage Form and the PEIA Retiree Health and Basic Life enrollment Form indicating that you are declining all coverage and submit these forms to your agency's benefit coordinator.

Mountaineer Flexible Benefits (FBMC) RETIREE ENROLLMENT FORM

The Mountaineer Flexible Benefits Retiree Enrollment Form is stapled in the middle of the Mountaineer Flexible Benefits Retiree booklet (1 page) or can be found on the PEIA website at peia.wv.gov – look under Forms & Downloads > Mountaineer Flexible Benefits

- This form combines enrollment for Dental, Vision, Hearing, and Legal Benefits.
- This form does not have an agency section and it will need to be mailed or faxed to FBMC following the instructions on the form.
- If you have any questions, please contact FBMC at 844-559-8248

Step 3: Now that you know what forms to complete at Retirement, let's figure out the cost of your PEIA retirement benefits.

PEIA RETIREE HEALTH AND LIFE INSURANCE PREMIUMS

We recommend that you call PEIA's Customer Service staff at 304-558-7850 or 888-680-7342 for a premium estimate for your retiree benefits.

- PEIA Retiree Health Premiums are determined by multiple criteria which may include your hire date, your years of service, health plan, plan type (single or family), Medicare status, and tobacco status. Any break in employment may impact your hire date.
 - Some retirees are eligible to use accrued leave or years of service for continued employer-paid insurance coverage. These rules can be found in the Plan Year 2024 PEIA's Summary Plan Description Book page 42-43. Call PEIA's Customer Service staff to check your eligibility for this benefit.
- **PEIA Basic and Optional life insurance premiums** are determined by the age of the retiree. Both plans are decreasing group term life insurance plans with no cash value, meaning the coverage amount will decrease and the premium costs will increase with age.

- **PEIA Dependent life premium** is determined by the plan you choose. The PEIA Dependent Life insurance plans do not change as your dependents get older. Coverage for dependent children will terminate at age 26.

Step 4: Choose your retirement date and meet with your agency benefit coordinator to submit all of your PEIA retiree enrollment forms. Your agency's benefit coordinator will submit your forms to PEIA. You will receive a confirmation letter from PEIA once we have begun processing your forms.

A Few More Things to Consider:

Medicare

- If you or a covered dependent are eligible for Medicare upon retiring or at any point after retiring, you must enroll in Medicare Part A and Medicare Part B. Failure to enroll in Medicare Part A and B will affect claims payment and may make you ineligible for coverage.
- If you or a covered dependent are eligible for Medicare due to Social Security Disability, you should provide a copy of your Medicare Part A and Part B card (red/white/blue) to PEIA immediately.
- You **SHOULD NOT** enroll in a Medicare Part D plan if you have PEIA coverage. PEIA Humana provides prescription drug coverage for PEIA retirees for retirees with Medicare, and enrolling in a separate Medicare Part D plan will terminate your PEIA Humana benefits.
- You can enroll for Medicare Benefits online at <http://www.ssa.gov> or you can visit or call your local Social Security office.
- Once you have received your Medicare card with both Medicare Part A and B, please mail a copy to: PEIA at 601 57th Street SE, Suite 2, Charleston, WV 25304 or fax to 304-558-2470.
- Members who are Medicare-eligible at retirement or who become Medicare-eligible after retirement will be covered by the PEIA Special Medicare Plan through the end of that plan year. While on the Special Medicare Plan you must use your Medicare card as primary and your PEIA-UMR card as secondary. During this time your prescriptions will be covered by Express Scripts. This plan will be in effect from your retirement date through 12/31 of that year. Effective January 1 of the following year the coverage will be automatically transferred to the PEIA Humana Medicare Advantage Plan. For details of the Special Medicare Plan or the PEIA Humana Medicare Advantage Plan, see the booklets on our website at peia.wv.gov – look under Forms & Downloads.
- If you are interested in enrolling in the PEIA Humana Medicare Advantage Plan immediately upon retirement or Medicare eligibility, please contact PEIA's Customer Service staff to request a Humana Enrollment Transfer Form.

You will have No Lapse in Coverage as a New Retiree However...

- Please note that PEIA must verify your years of service and eligibility for retirement through the Consolidated Public Retirement Board (CPRB) or your former employer before retiree health benefits can be effective.
- During this time, enrollment for you and your dependents will be pending, meaning you will not be able to use your health insurance or prescription insurance until your enrollment is finalized. This can take up to 60 days. To avoid any issues, we recommend that you plan doctors' appointments and prescription refills accordingly. Of course, if you need urgent medical attention or prescription coverage, you can contact PEIA's Customer Service staff for assistance.

Billing of PEIA Retiree Premiums

- If you are retiring from a CPRB- covered agency, CPRB will make every attempt to deduct premiums from your first retirement check, but due to timing issues, it is not always possible. Please monitor the deductions from your first CPRB retirement check to assure that your premiums were deducted. If all of the premiums due were not deducted, you will receive an invoice from PEIA for a premium balance due. **Please do not ignore this invoice.** The invoice will indicate what months' premiums you owe that were not deducted from your retirement check, and you will have to make a direct payment to PEIA for those health or life insurance premiums to keep your coverage.
- If you are a retiree from Teacher's Defined Contribution (TDC) or TIAA-CREF retirement system, you will receive a monthly statement.
- Direct Draft/Automatic Payment Withdrawal is available for members who must make monthly payments directly to PEIA. Please contact PEIA's Customer Service staff to learn more about Direct Draft.

If you are covered by CPRB and have any questions about your retirement status or years of service, contact the Consolidated Public Retirement Board at (800) 654-4406 or (304) 558-3570.

If you have questions about your PEIA Retirement Health Benefit Enrollment or premiums, contact PEIA at (888) 680-7342 or (304) 558-7850.

This letter is intended as a general guide for completing retiree enrollment for PEIA benefits. It is not all-inclusive. For the full details of retirement eligibility, please see PEIA's Summary Plan Description.

Checklist for PEIA Retiree Benefits

PEIA Health Insurance and Life Insurance

- Policyholder Termination of Coverage Form
- Retiree Health and Basic Life Enrollment Form
- Retiree Optional and Dependent Life Insurance Enrollment Form
- Copy of Medicare Card Part A and Part B (if applicable)

Mountaineer Flexible Benefits (FBMC) Dental, Hearing, Vision, and Legal Benefits

- Mountaineer Flexible Benefits (FBMC) State of West Virginia Retiree Enrollment Form (Mail directly to: FBMC/Direct Bill, PO BOX 10789, Tallahassee, FL 32302-2789)