

PEIA Life Insurance

Life Insurance

The third-party administrator of Life Insurance for PEIA is MetLife. Questions about Life insurance can be directed to MetLife at (866)466-8640.

Basic Life Insurance

PEIA offers active employees basic \$10,000 decreasing term life insurance policy with accidental death and dismemberment (AD&D) benefits. The value of this policy drops to \$5,000 at retirement and to \$2,500 at age 67. Accidental death and dismemberment (AD&D) benefits are not included with the policy after retirement.

Employees may enroll for Basic, Optional, and Dependent life insurance, even if they choose not to take any health insurance through PEIA. Active Employees must enroll for Basic life insurance before they can elect any health or the Optional life insurance coverages. Retirees may have Basic, Optional, and Dependent life insurance even if they choose not to take any health insurance through PEIA.

To enroll for Basic life insurance, the employee can elect to enroll online at www.wvpeia.com and select Manage My Benefits or by completing and signing a Basic Life Insurance Enrollment Form. The Benefit Coordinator completes the Agency Section at the bottom of the form and sends it to PEIA. By signing this form, the Benefit Coordinator verifies that the employee meets all eligibility requirements and qualifies for benefits.

See the Manage My Benefits section of this reference manual for online enrollment instructions.

See the Forms Section for a sample of the Basic life insurance Form and instructions for completing it.

Optional Life Insurance

PEIA offers active employees up to \$500,000 of Optional life insurance. There are 18 plans available. This is also decreasing term coverage. Premiums for Optional life insurance are paid by the employee. For new employees, there is a one-time chance to enroll in Optional Life up to Plan 10 without filling out any Evidence of Insurability. The charts on the next page show the amounts of life insurance available by the employee's age.

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Active Employee Life Insurance Options

	Plan I	Plan II	Plan III	Plan IV	Plan V	Plan VI	Plan VII	Plan VIII	Plan IX
Option Code	100	200	300	400	500	600	650	700	750
Employee's Age	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage
Under 65	\$5,000	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000	\$60,000	\$75,000	\$80,000
65-69	\$3,250	\$6,500	\$13,000	\$19,500	\$26,000	\$32,500	\$39,000	\$48,750	\$52,000
70 & Above	\$2,250	\$4,500	\$9,000	\$13,500	\$18,000	\$22,500	\$27,000	\$33,750	\$36,000
	Plan X	Plan XI	Plan XII	Plan XIII	Plan XIV	Plan XV	Plan XVI	Plan XVII	Plan XVIII
Option Code	800	900	950	951	952	953	954	955	956
Employee's Age	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage
Under 65	\$100,000	\$150,000	\$200,000	\$250,000	\$300,000	\$350,000	\$400,000	\$450,000	\$500,000
65-69	\$65,000	\$97,500	\$130,000	\$162,500	\$195,000	\$227,500	\$260,000	\$292,500	\$325,000
70 & Above	\$45,000	\$67,500	\$90,000	\$112,500	\$135,000	\$157,500	\$180,000	\$202,500	\$225,000

To enroll for Optional life insurance, the employee can elect to enroll for coverage online at www.wvpeia.com and select Manage My Benefits or by completing and signing an Optional Life Insurance Enrollment Form. The Benefit Coordinator completes the Agency Section at the bottom of the form and sends it to PEIA. By signing this form, the Benefit Coordinator verifies that the employee meets all eligibility requirements and qualifies for benefits.

See the Manage My Benefits Section of this reference manual for online enrollment instructions.

See the Forms Section for a sample of the Optional Life Enrollment Form and instructions for completing it.

Increasing Optional Life Insurance Coverage

Active employees may enroll for or increase their Optional life insurance at any time going to www.wvpeia.com and selecting Manage My Benefits or by submitting an

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enrollment form. If an employee applies and is approved for additional insurance coverage, MetLife will notify the employee. The change will be reflected on the PEIA Early Warning Report for that agency found in the Reports section of the Web Contributions System at www.wvpeia.com.

To increase the amount of Optional life insurance, the employee should use the Manage My Benefits system at www.wvpeia.com. The employee simply logs in, chooses “Manage My Optional Life Insurance,” makes his or her selections, and finalizes the choices.

If the employee cannot use the online system, the employee must complete and sign the Optional Life Insurance Enrollment Form. The Benefit Coordinator completes the bottom portion of the enrollment form and forwards the form to PEIA.

When PEIA receives notice of a life insurance request that member’s information is sent to MetLife. MetLife sends out Evidence of Insurability packets weekly to employees who have requested life insurance. This packet includes login information for completing the medical questions online or employees have the option to complete the paper form provided and mail it directly back to MetLife.

Approval or denial confirmation will be sent to both the member and PEIA. If a member is denied, they will also be told the reason for the denial. PEIA will not be provided the details of the denial.

Dependent Life Insurance (Employee-paid)

PEIA offers five Dependent Life Insurance plans. Premiums for Dependent life insurance are paid by the member. The following chart shows the amounts of Dependent life insurance available. The member is the beneficiary of the Dependent Life Insurance policy.

Dependent Life Insurance		
	Who is Covered?	Amount of Coverage
Dependent Plan 1	Spouse	\$5,000
	Each Child	\$2,000
Dependent Plan 2	Spouse	\$10,000
	Each Child	\$4,000
Dependent Plan 3	Spouse	\$15,000
	Each Child	\$7,000
Dependent Plan 4	Spouse	\$20,000
	Each Child	\$10,000
**Dependent Plan 5	Spouse	\$40,000
	Each Child	\$15,000

**Evidence of Insurability is required for spouses enrolling for Option 5 for new

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hires.

To enroll for Dependent Life Insurance, the member may use the Manage My Benefits system at www.wvpeia.com to make their Dependent Life Insurance changes and finalize the choice. If the member is unable to use the online system, they may complete and sign the dependent life section of the Optional Life Insurance Enrollment Form. The Benefit Coordinator completes the Agency Section at the bottom of the form and sends it to PEIA. By signing this form, the Benefit Coordinator verifies that the member meets all eligibility requirements and qualifies for benefits.

When PEIA receives notice of a life insurance request that member's information is sent to MetLife. MetLife sends out Evidence of Insurability packets weekly to employees who have requested life insurance. This packet includes login information for completing the medical questions online or employees have the option to complete the paper form provided and mail it directly back to MetLife.

The member is the beneficiary of the Dependent Life Insurance policy.

Increasing Dependent Life Insurance Coverage

Active employees may enroll for or increase their Dependent life insurance at any time by going to www.wvpeai.com and selecting Manage My Benefits or completing an enrollment form. When PEIA receives notice of a life insurance request that member's information is sent to MetLife. MetLife sends out Evidence of Insurability packets weekly to employees who have requested life insurance. This packet includes login information for completing the medical questions online or employees have the option to complete the paper form provided and mail it directly back to MetLife.

If a member is approved for additional coverage, the change will be reflected on the PEIA Early Warning Report for that agency found in the Reports section of the Web Contributions System at www.wvpeia.com.

Children will be approved automatically, but the spouse will need to fill out a statement of health to be approved for any plan outside of the new hire enrollment period. The spouse must be in the same plan as the children and therefore, if the spouse can only be approved for plan 2, that is the plan the children will be in as well.

Accidental Death and Dismemberment (AD&D) Benefits

The Basic, Optional, and Dependent life insurance policies for active employee have an AD&D benefit provided. If an employee or covered dependent dies as the result of a covered accident, the life insurance policies will pay double their face value.

If the member or a covered dependent suffers an accidental dismemberment as defined within the policy, benefits are also payable. In the case of dismemberment, the policyholder may follow the directions under "Filing Life Insurance Claims" to submit a claim. Please note there are limitations.

See the life insurance booklet for full details of these benefits.

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Retiree Benefits

Retiree Basic Life Insurance

PEIA offers retired employees a basic decreasing term life insurance policy. Accidental death and dismemberment (AD&D) benefits are not included with the policy after retirement.

Retiree Optional Life Insurance

PEIA offers retired employees up to \$150,000 of Optional life insurance as of January 1, 2016. There are 10 plans available. This is also decreasing term coverage. **Retired employees may not enroll for or increase their life insurance after retirement.**

Premiums for Optional life insurance are paid by the retired employee. Premiums can be paid out of a retirement check, direct billing or automatic drafts from their bank. The charts below show the amounts of life insurance available by the retired employee's age.

	Plan I	Plan II	Plan III	Plan IV	Plan V
Option Code	100	200	250	300	400
Retiree's Age	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage
under 65	\$5,000	\$10,000	\$15,000	\$20,000	\$30,000
65 - 69	\$3,250	\$6,500	\$9,750	\$13,000	\$19,500
70 & above	\$2,500	\$5,000	\$7,500	\$10,000	\$15,000

	Plan VI	Plan VII	Plan VIII	Plan IX	Plan X
Option Code	500	600	700	800	900
Retiree's Age	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage	Amount of Coverage
under 65	\$40,000	\$50,000	\$75,000	\$100,000	\$150,000
65 - 69	\$26,000	\$32,500	\$48,750	\$65,000	\$97,500
70 & above	\$20,000	\$25,000	\$37,500	\$50,000	\$75,000

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Retiree Dependent Life Insurance

PEIA offers retired employees five Dependent Life Insurance plans. Premiums for Dependent Life Insurance are paid by the retiree. Premiums can be paid out of a retirement check, direct billing or automatic drafts from their bank. Coverage must be elected during the initial enrollment period at retirement. Coverage cannot be elected or increased after retirement, unless the retiree acquires a newly eligible dependent. The following chart shows the amounts of Dependent Life Insurance available.

Dependent Life Insurance		
	Who is Covered?	Amount of Coverage
Dependent Plan 1	Spouse	\$5,000
	Each Child	\$2,000
Dependent Plan 2	Spouse	\$10,000
	Each Child	\$4,000
Dependent Plan 3	Spouse	\$15,000
	Each Child	\$7,500
Dependent Plan 4	Spouse	\$20,000
	Each Child	\$10,000
Dependent Plan 5	Spouse	\$40,000
	Each Child	\$15,000

Filing Life Insurance Claims

The process of filing a life insurance claim begins when the employer is notified of the insured's death. The Benefit Coordinator should then do the following:

- Contact MetLife by telephone at 888-466-8640
- MetLife will contact the insured's beneficiary directly.

Filing Dismemberment Claims

The process of filing a dismemberment claim begins when the employer is notified of the insured's dismemberment. The Benefit Coordinator should then do the following:

1. Contact MetLife for a copy of the Dismemberment Claim Form.
2. The member and the attending physician must complete their respective portions of the claim form and submit the claim directly to MetLife. The claim form will be received by the life insurance carrier for consideration, and

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benefits will be paid if approved.

Accelerated Death Benefit

PEIA provides a living benefit option or accelerated death benefit for policyholders who become terminally ill. If a member becomes terminally ill while insured under the life insurance provision or while the life insurance is being continued under the disability waiver of premium, the member may apply for the Living Benefit Option. This election is allowed only once in a lifetime. The member may receive up to one hundred percent (100%) of the amount of his or her Optional or Dependent Life. Benefits not paid in advance will remain with the plan and will be paid to the beneficiary upon the member's death.

Applying for the Accelerated Death Benefit

The process of applying for the Living Benefit option begins when a member contacts the Benefit Coordinator and requests the information. The Benefit Coordinator should then do the following:

1. Notify MetLife of the Accelerated Death claim.
2. MetLife will mail the required claim forms to the insured.
3. When the insured has completed the Claimant's Statement and has had his or her physician complete the Attending Physician's statement, the form should be returned to MetLife.

If the Accelerated Death Benefit is approved, payment will be made to the policyholder.

Designating Beneficiaries

The member may indicate the individual, individuals, or entity to receive the proceeds of the benefits under the life insurance plan. **Funeral homes or funeral directors may not be named as a beneficiary in the state of West Virginia.**

MetLife is the repository for beneficiaries. The member may designate beneficiaries by filling out the MetLife Beneficiary Form or go to the mybenefits.metlife.com or call MetLife at 1-888-466-8640 for assistance.