

# Helpful Information

## At Time of Separation

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- Medical**
- Medical insurance continues through the end of the month of separation. Contact **Carol Anne Hoppins** with Human Resources at the Diocese of Kansas City-St. Joseph for continuation of coverage information ([hoppins@diocesekcsj.org](mailto:hoppins@diocesekcsj.org) or 816-714-2339). You are eligible to continue your medical benefits (if currently enrolled) under Missouri Statute for up to 18 months.
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- Dental**
- Dental insurance continues through the end of the month of separation. Visit Delta Dental at [www.deltadental.mo.com](http://www.deltadental.mo.com) or call **1-800-335-8266** for individual policy information.
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- Vision**
- Vision insurance continues through the end of the month of separation. Visit VSP at [www.vsp.com](http://www.vsp.com) or call **1-800-877-7195** for individual policy information.
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- Short Term and Long Term Disability**
- Short Term Disability (**STD**) and Long Term Disability (**LTD**) claims in process are not affected by separation of employee and will continue according to the Plan document.
  - For claims information contact **Sun Life** at **1-800-786-5433**.
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- Basic Life and AD&D**
- You are eligible to convert your Basic Life insurance coverage by calling **Sun Life** at **1-800-786-5433**.
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- Voluntary Life**
- You are eligible to elect the Voluntary Life Portability provision under the Voluntary plan to port your coverage (if you are currently enrolled) by calling **Sun Life** at **1-800-786-5433**.
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- Pension Plan**
- The **Lay Pension Plan** is managed by Gallagher Retirement Services. For inquiries, you may contact **Gallagher Retirement Services** at **1-844-605-1386** or by email at [Diocese.KC.St.Joseph@aig.com](mailto:Diocese.KC.St.Joseph@aig.com).
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## Critical Illness and Accident Insurance

- Critical Illness and Accident insurance continues through the end of the month of separation. You are eligible to continue these policies by contacting **Sun Life** at **1-800-786-5433**.

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## Flexible Spending Accounts (FSA's)

- Coverage ends on the date of termination. You have 90 days from your date of separation to file claims for services previously received during employment. Contact HealthEquity at <https://www.healthequity.com/wageworks> or call **1-877-924-3967** for account and claim information.

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## 403(b) Plan

- Payroll deductions continue through the end of the month of separation. For fund rollover information please contact **AIG (Valic)** representative Jay Simpson at [jay.simpson@aig.com](mailto:jay.simpson@aig.com) or call **(913) 225-4679**.

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## Vacation

- Accrued but unused Vacation will be paid out upon separation.

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## Sick

- Sick hours are not paid out, per Diocesan policy.

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## Job Verification and References

- All inquiries from potential employers should be directed to your Business Manager or Pastor.

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## W-2

- W-2's will be mailed by USPS to your home address or you may access an electronic copy at [www.paylocity.com](http://www.paylocity.com).