

## Frequently Asked Questions About Portability And Conversion

### What Does “Portability” And “Conversion” Mean?

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Portability allows eligible insured employees to “port” (or buy) Group Life insurance coverage when they are losing coverage because their employment terminates, if they no longer meet the definition of member, if they are no longer eligible for waiver of premium, or they retire under the Employer’s retirement plan. The portable group insurance coverage offers group term Life, Accidental Death and Dismemberment (AD&D) for members, as well as Dependents Life insurance.<sup>1</sup>

Conversion allows eligible insured employees to convert some or all of their Group Life coverage to an individual whole Life insurance policy when their coverage is reduced or terminated for any reason other than non-payment of premiums.<sup>2</sup>

### What Are The Eligibility Requirements?

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Under our portability provision, insured employees may port their Life, Accidental Death and Dismemberment (AD&D) for themselves, as well as any Dependents Life insurance amounts.

If employees do not buy Life insurance for themselves, they may not purchase any Dependents Life insurance coverages.

Under our conversion provision, insured employees may convert their Life and Dependents Life insurance if:

- 1) They were insured under the employer’s group policy,
- 2) Their insurance is ending or reducing, and
- 3) They are not losing coverage due to the non-payment of premiums.

AD&D coverage is not eligible for conversion.

If the group policy is terminated or amended to reduce or eliminate coverage while the insured employee is still employed, he or she may be eligible to convert a portion of their coverage if the insured was covered under the policy for a specific period of time. The specific period of time varies by state and is stated in the group policy.

If insured employees meet the eligibility requirements for both portability and conversion, they may port and convert their coverage. However, the combined amounts of insurance purchased under the portability coverage and the conversion coverage cannot exceed the amount in effect under the employer’s group policy on the day before their employment ended.

### Which Benefits Can Be Ported?

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- Life (Basic and Supplemental)
- Dependents Life
- AD&D (members only)

<sup>1</sup> Provided that these coverages are available under the employer’s Group Life policy with The Standard, and were elected by the insured employees.

<sup>2</sup> Please consult your policy for availability, terms and conditions in your state.

## Which Benefits Can Be Converted?

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- Life (Basic and Supplemental)
- Dependents Life

## Can Insured Employees Port If Their Termination Is Due To Retirement?

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Yes, employees can port if their termination is due to retirement.

## Can An Insured Employee Convert If Their Termination Is Due To Retirement?

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Yes, he or she can convert any amount that is ending or reducing, except any portion of their Life insurance that is continued as part of a retiree class under the employer-paid group policy.

## What Are The Minimum And Maximum Amounts For Porting Or Converting?

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For insured employees, the maximum amount eligible for portability of Life is \$750,000. For AD&D the maximum is \$100,000 or the amount they had in force on the date their employment ended. For spouse/domestic partner coverage, the maximum is \$500,000 or the amount in force on the date employment ends.

For conversion, the maximum amount eligible is the amount in force on the date coverage terminates. The minimum amount is \$1,000. If an insured employee loses coverage because of a policy termination or amendment, there are limits on the amount he or she can convert. These limits vary by state and are disclosed within the group policy.

## How Much Does It Cost To Port Or Convert?

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Portability rates are the rates used in the group policy. Conversion rates are based on the state of residence and the age of the insured when they apply for coverage. Please contact The Standard for detailed rate information.

## Are There Administration Fees For Ported And Converted Members?

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For portability, no. Administration fees are built into the rates.

For conversion, yes. There is a \$40 annual fee in addition to the premium rates. Additional fees will be added if a billing schedule other than annual is selected.

## How Much Time Does An Insured Employee Have To Apply For Portability And Conversion?

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The deadline for an insured employee to apply and pay premium for portability is 60 days after employment termination.<sup>3</sup> For conversion, the deadline for an insured employee to apply and pay premium is 60 days after coverage was reduced or ended.<sup>3</sup> Please note that the termination date for employment may differ from the termination date for coverage.

The employer should give notification of the options to port or convert as soon as possible from the date of employment termination or the termination or reduction of coverage, so that insured employees can respond in a timely manner.

<sup>3</sup> This period varies by policy