

COUNTY OF RIVERSIDE
Lincoln Financial - Life Insurance Continuation

When you leave County employment or you or your dependent lose eligibility for the Basic or Supplemental Life insurance coverage you have two options for continuing that coverage:

1. **Portability** is continuing voluntary life coverage with the same group rates when terminating employment. This option is available if you meet the criteria below. Portability is not available for coverage under the employer sponsored basic life plan.

Portability Criteria:

- Voluntary life coverage has been in force for 12 consecutive months
- Your employment ends with the County of Riverside for a reason other than total disability or retirement

If you and your dependents do not meet the portability criteria then conversion is available on the voluntary life.

How much you can Port:

You can port up to the amount of coverage you had in force as an active employee.

How to apply for Portability:

To apply for portability, you and/or your dependents must complete a portability application (Form GLA03727) within **31** days of your date of termination and submit to Lincoln Financial at:

Lincoln Financial Insurance Company
P O Box 21008
Greensboro, NC 27420-1008

Once your coverage is ported:

- A bill for the premium (including a \$5 billing fee) will be sent to your home address

The portability policy terminates when:

- You discontinue remitting premium
- Coverage has been continued for 99 years

Continued coverage will not end when the County of Riverside discontinues the policy.

2. **Conversion** is moving your group policy to an individual whole life policy at individual rates when losing coverage. This is the only option to continue life benefits under the employer sponsored basic life plan.

Conversion Criteria:

- Your employment terminates
- You have a reduction in benefit amounts

How much you can Convert:

You can convert up to the amount of coverage you had in force as an active employee.

How to apply for Conversion:

To apply for conversion, you need to complete a conversion application (FormGJF-03753) within **31** days of your date of termination, qualifying event, or reduction date and submit it to Lincoln Financial at:

Lincoln Financial Insurance Company
P O Box 21008
Greensboro, NC 27420-1008

Once your coverage is converted:

- The policy has an opportunity for cash value
- A bill for the premium will be sent to your home address

The conversion policy terminates when:

- You discontinue remitting premium
- You pass away

If you are interested in obtaining a conversion quote, you can contact Lincoln Financial's Client Management department at **800-423-2765**.

This is provided as a summary of information only. The provisions of the Policy or Certificate will have final precedence.