

# *Group Health Conversion Plan*

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Conversion coverage may only be available if applicable under the Group Policy.

Under certain circumstances, a terminating employee may choose to exercise the conversion privilege and choose to purchase a conversion plan for health insurance. The employee should be notified of this possibility.

In regard to health insurance, the notification should be made immediately after the termination or, if COBRA is involved, within 180 days before the end of the 18-, 29- or 36-month Continuation Period.

You, as the Employer, should inform the terminating employee and/or any dependents that may be losing coverage of these available options.

- Health Conversion Forms: Call 1-800-826-8054 to obtain the appropriate application (these forms are not available on the website).
- Medicare Supplemental Conversion: No longer available, please contact one of our local agents for assistance.

**Note: Application for conversion must be made when health insurance under the group plan ends.**

## **How To Convert**

The employee must submit an application and pay the initial premium within 31 days of the date his/her group insurance ends.