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**Life Insurance**  
Basic & Optional Life Insurance Handbook  
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Life Insurance Life Insurance Retirement  
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## **Basic & Optional Life Insurance**

### *Coverage Available to Eligible Employees*

The coverage described in this handbook applies to employees who are eligible to be insured under the terms of the plan as of January 1, 2016. This handbook summarizes the life insurance benefits that are provided pursuant to Chapter 104 of the Missouri Revised Statutes and the Standard Insurance Company Group Life Policy that has been issued to the Trustees of the Missouri State Employees' Retirement System (MOSERS). If there is a discrepancy between this handbook and the statute and/or insurance policy, the statute and/or insurance policy will prevail.

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## TABLE OF CONTENTS

	Contacting MOSERS .....	4
	The Group Policy .....	5
	<b>Overview</b>	
	Summary of Life Insurance Benefits .....	6
	Introduction to Handbook.....	7
	Employees' Eligibility .....	8
	<b>Basic Life Insurance</b>	
	Eligibility .....	9
	Effective Date of Coverage .....	9
	Amount of Coverage .....	9
	How to Enroll .....	9
	Premium Amount .....	9
	Tax Liability if Basic Coverage over \$50,000 .....	10
	Coverage Amount at Retirement .....	10
	When Coverage Will End .....	10
	<b>Optional Life Insurance</b>	
	Member Coverage .....	11
	<b>Dependent Life Insurance</b>	
	Spouse Coverage.....	15
	Child(ren) Coverage.....	17
	<b>Designation of Beneficiary(ies)</b>	
	Member Coverage .....	19
	Life Insurance Beneficiaries Form .....	20
	Spouse and Child(ren) Coverage .....	21
	Divorce and Identity Theft .....	21
	<b>Information for Your Beneficiary</b>	
	How to File a Claim .....	22
	Cost to Transport Body (Repatriation Provision) .....	23
	Claims Appeal .....	23
	Time Limits on Legal Actions and Certain Defenses .....	24



**Approved Leave of Absence or Layoff**

Continued Coverage ..... 25  
 Life Insurance Coverage During Military Leave..... 25

**Paying Premiums While Disabled**

Waiver of Premiums ..... 26

**Receiving Benefits Prior to Your Death**

Accelerated Benefit ..... 27  
 Amount of Accelerated Benefit ..... 27  
 Effects on Insurance ..... 27  
 Exclusions ..... 27

**Keeping Your Coverage if Leaving State Employment**

Options to Continue MOSERS Life Insurance Coverage..... 28  
 Conversion/Portability of Coverage for Spouse and Child(ren)..... 29  
 Death During the 60-Day Conversion Period ..... 29

**Other Important Information**

The Active-Work Requirement ..... 30  
 Providing Evidence of Insurability ..... 30  
 If You Transfer to Another Job..... 30  
 Certificate of Insurance ..... 31

**Index** ..... 32

**Glossary** ..... 34

Visit [www.mosers.org](http://www.mosers.org) for the most current information about your MOSERS life insurance benefits and log in to your Member Homepage to submit forms and to designate, verify, or update information about your beneficiaries.

## MOSERS' Mission

MOSERS exists to advance the financial security of its members.

## How To Contact MOSERS



4

MOSERS benefit counselors are a valuable source for information and assistance regarding your benefits. They can explain your benefits and answer your questions.

Call or stop by to see a benefit counselor in person. Our business hours are 7:30 a.m. to 4:30 p.m. Monday - Friday.

### Website

[www.mosers.org](http://www.mosers.org)

### Telephone

(573) 632-6100  
(800) 827-1063

### Fax

(573) 632-6103

### Email

[mosers@mosers.org](mailto:mosers@mosers.org)

### Mailing Address

PO Box 209  
Jefferson City, MO 65102-0209

### Office Location

907 Wildwood Drive  
Jefferson City, MO

### Social Media



## **The Group Policy** **Provided by Standard Insurance Company**

Effective January 1, 2016, the MOSERS life insurance program is provided under Group Policy Number 604201, issued by Standard Insurance Company to the Trustees of the Missouri State Employees' Retirement System (MOSERS). Standard Insurance Company hereby certifies that you will be insured under the terms of the group policy during the time, in the manner, and for the amount(s) set forth in the group policy, provided you meet the eligibility requirements that have been established for participation in the plan. You may elect to purchase supplemental insurance through the optional life insurance plan; however, you are required to pay the premium associated with such insurance.

The coverage under the policy is illustrated in this certificate, and it takes the place of any prior certificate issued under a previous plan. Insurance is effective only for persons who become and stay insured under the policy.

Subject to the terms of the group policy, Standard Insurance Company will pay the insured amount to your designated beneficiaries upon receipt of satisfactory, written proof of your death.

### **Name and Address of the Insurance Carrier**

Standard Insurance Company  
Group Benefits Department  
P. O. Box 2800  
Portland, OR 97208-2800  
Insurance Claims: (800) 628-8600  
Proving Insurability: (800) 843-7979  
Conversion/Portability (800) 378-4668 Ext. 6785

### **Name and Address of the Policyholder**

Board of Trustees  
Missouri State Employees' Retirement System (MOSERS)  
907 Wildwood Drive  
Jefferson City, MO 65109  
(573) 632-6100 or (800) 827-1063

### **Group Policy Number**

604201

The group policy is held by MOSERS. No individual policies are issued. However, a Certificate of Insurance is located on page 31 of this handbook.



## Overview

### SUMMARY OF LIFE INSURANCE BENEFITS

The following summary highlights the major provisions of your life insurance benefits. For more detailed information on a particular provision, please refer to the page indicated in this handbook.

Please keep your beneficiary designations updated!

Life insurance helps protect you and your family from financial hardship in case of death.

- **Amount of Coverage** (p. 9) - If you are an eligible employee, you will automatically receive one times your annual salary (\$15,000 minimum) in basic life insurance coverage at no cost to you. The amount of your basic life insurance coverage will be adjusted yearly (if necessary).
- **Duty-Related Death** (p. 9) - If it is determined by Standard Insurance Company that your death is a result of personal injury or illness arising out of and in the course of performing your duties as an employee, your designated beneficiary(ies) will receive three times your basic life insurance coverage amount.
- **Continuing Your Coverage at Retirement** (p. 10, 14) - You may be eligible to continue a portion of your basic and optional life insurance coverage at retirement (if you retire within 60 days of termination).
- **Optional Life Insurance** (p. 11) - You may purchase additional life insurance coverage, in \$10,000 increments, and pay the premium by payroll deduction. Optional life insurance coverage cannot exceed the lesser of six times your annual earnings (rounded up to the nearest \$10,000 increment) or \$800,000.
- **Spouse Coverage** (p. 15) - You may purchase up to \$100,000 in optional life insurance coverage on your eligible spouse. The amount cannot exceed your own optional life coverage amount and must be in \$10,000 increments.
- **Child Coverage** (p. 17) - You may purchase \$10,000 in optional life insurance coverage on each of your eligible children.
- **Increasing or Decreasing Your Coverage** (p. 13, 16) - Eligible active employees may increase their optional coverage amount by up to \$10,000 during the Annual Term Life Insurance Review period (each October) without proving insurability. You may decrease coverage any time throughout the year.
- **Repatriation Benefit** (p. 23) - If you should die more than 200 miles from home, the repatriation benefit covers all or part of the cost of transporting your body to a mortuary near your primary residence.
- **Waiver of Premium** (p. 26) - If you become disabled, you may be eligible to continue your life insurance coverage and not pay the premium.
- **Accelerated Benefit and Terminal Illness** (p. 27) - If you have been diagnosed as terminally ill, you may be eligible to receive a portion of your life insurance benefits prior to your death.
- **Spouse/Child Coverage at Retirement** (p. 28, 29) - The life insurance coverage for your spouse cannot be continued at retirement; however, you have the option of converting the coverage to an individual policy through Standard Insurance Company or buying portable group insurance. Coverage for your child(ren) may be continued into retirement provided your child is younger than 26 years old or disabled.
- **Portability and Conversion of Coverage** (p. 28, 29) - If your life insurance coverage ends or is reduced, you may be eligible to buy portable group insurance coverage or convert your coverage to an individual policy through Standard Insurance Company. This election must be made within 60 days of leaving state employment.



## INTRODUCTION TO HANDBOOK

Understanding your life insurance coverage allows you to make better decisions regarding your future and the future of your loved ones.

The following is a general overview of the group life insurance plan provided by MOSERS. There are two types of life insurance coverage available: basic and optional.

### Basic Life Insurance Coverage

If you meet the eligibility requirements of the plan, life insurance coverage in the amount of one times your annual salary (minimum of \$15,000) will automatically be provided at no cost to you. The amount of your basic life insurance coverage will be adjusted yearly (if necessary).

### Optional Life Insurance Coverage

You may elect to purchase additional coverage on yourself, your spouse, or your child(ren) and make the premium payments through payroll deductions.

For both types of insurance, you must designate at least one beneficiary—someone to whom the benefit payment will be made at the time of your death.

The insurance provided in the MOSERS plan is “term” insurance. This means your insurance has no cash or loan value. Furthermore, your beneficiaries will not receive a benefit payment if your insurance coverage through the state has been terminated or if you cease to pay the required premium.

There are a number of terms and conditions that may influence your decision or ability to enroll in the optional coverage offered by MOSERS. The glossary, beginning on page 34, should help you understand the various terms used in this handbook. To fully understand your life insurance coverage, carefully read each section of this handbook. As time goes by, remember to visit [www.mosers.org](http://www.mosers.org) for the most current information about your life insurance benefits.

Please take a few minutes now to read through this handbook. Be sure to highlight or circle areas you don't fully understand and contact a MOSERS benefit counselor at (573) 632-6100 or (800) 827-1063 to get answers to your life insurance questions.

The insurance provided in MOSERS' plan is “term” life insurance. Term life insurance does not accumulate a cash value.



## EMPLOYEE ELIGIBILITY

### Eligible Employees

You are eligible to participate in the basic and optional life insurance plan provided you are actively employed by:

Eligible employees receive one times their annual salary (\$15,000 minimum) of basic life insurance coverage at no cost.

- The state of Missouri in a permanent position that typically requires you to work at least 1,040 hours a year (unless you are employed by a department that offers its own life insurance plan).
- Lincoln University or State Technical College of Missouri in a MOSERS benefit-eligible position.
- A state agency (other than an institution of higher learning) and are a member of the Public School Retirement System (PSRS).
- Uniformed Water Patrol Officers electing MOSERS benefits under the provisions of House Bill 1868.

### Employees Not Eligible

You are not eligible to participate in either the basic or optional life insurance plans if you are employed by any of the following agencies:

- Missouri Department of Conservation.
- Missouri State Highway Patrol (except Uniformed Water Patrol Officers electing MOSERS benefits under the provisions of House Bill 1868).
- Regional state colleges and universities or any other institutions of higher learning (except Lincoln University and State Technical College of Missouri).
- Members of the College and University Retirement Plan (CURP).



## Basic Life Insurance

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### ELIGIBILITY

You are eligible to participate in the basic life insurance plan on the first day you begin state employment.

### EFFECTIVE DATE OF COVERAGE

Your basic life insurance coverage will begin on the first day you become a state employee and meet the active-work requirement.

### AMOUNT OF COVERAGE

If you meet the criteria for eligibility, you are automatically provided, free of charge, basic life insurance coverage equal to one times your annual salary (\$15,000 minimum; \$500,000 maximum). This amount will be payable to your designated beneficiary at the time of your death providing your coverage is in force at that time. Your basic life coverage amount will automatically be adjusted each January according to your annual earnings on: (1) July 31 of the previous year, or (2) the day after you complete one full day of active work as an eligible member, if you were not eligible on July 31 of the previous year.

#### Basic Life Insurance Coverage

- While Actively Employed: One times annual salary (\$15,000 minimum)
- At Retirement (if eligible): \$5,000

9

### Duty-Related Death Provision

If it is determined by Standard Insurance Company that your death is a result of personal injury or illness arising out of and in the course of performing your duties as an employee, your designated beneficiary(ies) will receive an amount equal to three times your basic life insurance coverage.

### HOW TO ENROLL

Although your basic coverage is automatic, you should designate your beneficiary(ies). You may enroll through SEBES (Statewide Employee Benefit Enrollment System) at [www.sebes.mo.gov](http://www.sebes.mo.gov) as a new employee (within 31 days of employment). Or, you may log in to your MOSERS secure Member Homepage (at [www.mosers.org](http://www.mosers.org)) and submit the *Life Insurance Beneficiaries* form.

### PREMIUM AMOUNT

Your employer pays the premium for your basic life insurance coverage, unless you are on an approved leave of absence. If you become disabled while actively employed, you may be eligible to continue your life insurance without paying any premium. Please see MOSERS' *Long-Term Disability* handbook for more information.

**TAX LIABILITY IF BASIC COVERAGE EXCEEDS \$50,000**

If your salary level results in you having state provided life insurance in excess of \$50,000, federal law requires that an approximation of the premium for the excess coverage be determined and included in your taxable income. The approximation of the premium is determined using an age based table provided by the Internal Revenue Service (Publication 15-B).

**Example**

Sharon’s coverage during 2016 is based on an annual salary rate of \$60,000. Her age at the end of calendar year 2016 will be 45. Her monthly income attributable to employer provided life insurance during calendar year 2016 is \$1.50 determined as follows:

$$\begin{aligned} &\text{Excess coverage in thousands} \\ &(\$60,000 - \$50,000) \div \$1,000 = \$10 \\ &\text{Age 45 premium per thousand based on IRS table} \\ &\quad \$0.15 \\ &\$10 \times \$0.15 = \$1.50 \end{aligned}$$

The Internal Revenue Service Tax Liability table shown to the right is currently used to determine the monthly rates for each \$1,000 of basic life insurance.

**COVERAGE AMOUNT AT RETIREMENT**

If you retire within 60 days of leaving state employment, the state will continue to pay for \$5,000 of basic life insurance coverage for your lifetime. **Members of PSRS may not continue their basic life coverage at retirement.**

You have 60 days from the date of the qualifying event to make an election to port or convert the remaining basic life insurance to an individual policy through Standard Insurance Company.

**WHEN COVERAGE WILL END**

Your basic life insurance coverage will end the last day of the calendar month in which your employment ends or you no longer work in a benefit-eligible position.

Basic life insurance coverage in excess of \$50,000 is subject to federal and state taxes and will be reported on your annual W-2 statement.

Salary amounts are always rounded up to the next thousand. For example, a salary of \$50,016 would be rounded up to \$51,000.

IRS Tax Liability Table

Age	Monthly Rate Per \$1,000
Under 25	\$.05
25 - 29	\$.06
30 - 34	\$.08
35 - 39	\$.09
40 - 44	\$.10
45 - 49	\$.15
50 - 54	\$.23
55 - 59	\$.43
60 - 64	\$.66
65 - 69	\$1.27
70 & over	\$2.06

If you should die during the conversion period from “active” to “retired” status, Standard Insurance Company will pay the “active” amount of coverage.



## Optional Life Insurance

### MEMBER COVERAGE

#### Eligibility

You are eligible to participate in the optional life insurance plan on the first day you begin state employment and meet the active-work requirement. In the event of a family status change, you have 31 days to apply for up to \$30,000 in optional coverage without proving insurability (see details under Family Status Change).

You may choose to supplement your basic life insurance by purchasing optional life insurance coverage.

#### Effective Date of Coverage

The coverage begins the date the enrollment form is signed or submitted electronically (if within 31 days of employment) or the first day of the next pay period following approval by Standard Insurance Company.

#### Amount of Coverage

If you choose to enroll in the optional life insurance plan, you must select a flat amount in multiples of \$10,000. The coverage amount cannot exceed the lesser of six times your annual earnings (rounded up to the nearest \$10,000 increment) or \$800,000.

The coverage amount is based upon your annual earnings on: (1) July 31 of the previous year, or (2) the day after you complete one full day of active work as an eligible member, if you were not eligible on July 31 of the previous year.

#### Optional Life Insurance Coverage

- **While Actively Employed:** You may purchase up to six times your annual earnings (cannot exceed \$800,000).
- **At Retirement (if eligible):** You may retain up to \$60,000\* (cannot exceed coverage while actively employed).

\*See MSEP 2000/MSEP 2011 provision on page 14.

11

#### How to Enroll

Unlike basic life insurance, you must enroll if you wish to purchase optional life insurance. You may enroll through SEBES (Statewide Employee Benefit Enrollment System) at [www.sebes.mo.gov](http://www.sebes.mo.gov), within 31 days of employment.

#### Family Status Change

In the event of a family status change, you may be eligible to apply for up to \$30,000 of optional life insurance coverage (in \$10,000 increments) for yourself without proving insurability. To be eligible, you must:

- Apply within 31 days of the event.
- Not have optional life insurance coverage and never been denied optional life coverage, **or** currently have optional coverage in an amount less than the maximum allowed.
- Proof of the event must be submitted to be effective.

A family status change is one of the following life events (subject to the active-work requirement):

- Your marriage, divorce, or legal separation.
- The birth of your child.
- The adoption of a child.
- The death of your spouse or child.

### If You Enroll Late

If you enroll more than 31 days after your employment date or family status change, you must submit evidence of insurability satisfactory to Standard Insurance Company. To provide evidence of insurability, you must submit an *Enrollment/Change - Optional Life Insurance* form to MOSERS. In addition, you must submit a completed *Medical History Statement*, which is available on MOSERS' website, to the Standard Insurance Company.

In some situations, Standard Insurance Company may require you to have a physical examination at Standard's expense. Please note, approval of coverage is not automatic. You must meet the underwriting requirements of Standard Insurance Company to qualify for coverage.

Your optional life insurance will be effective the first day of the next pay period following the date MOSERS receives notice of Standard Insurance Company's approval, provided you meet the active-work requirement on that date.

### Premium Amount

Your premium for optional life insurance coverage will depend on your age (see Schedule of Monthly Premiums to the right) and the amount of coverage you have selected. Your premium is paid through payroll deductions unless you are on an approved leave of absence.

#### Monthly Premium Calculation Example

A 36-year-old employee would like to purchase \$40,000 in optional life insurance coverage.

1. Since the rate is "per thousand," you must first determine how many \$1,000s are in \$40,000.

$$\$40,000 \div \$1,000 = 40 \quad \text{or you can delete the last 3 zeros} \quad \$40,000 = 40$$

2. Using the Schedule of Monthly Premiums chart, find the rate coinciding with age 36 and multiply by the answer above.

$$40 \times .10 = \$4.00 \text{ monthly premium}$$

Schedule of Monthly Premiums  
Effective January 1, 2012

Age	Monthly Rate Per \$1,000
Under 35	\$ .08
35 - 39	\$ .10
40 - 44	\$ .16
45 - 49	\$ .24
50 - 54	\$ .44
55 - 59	\$ .78
60 - 64	\$1.20
65 - 69	\$1.94
70 & over	\$3.40

### Optional Life Insurance Annual Adjustment

Your optional life coverage amount will be adjusted each January according to one of the following:

- Your annual earnings on July 31 of the previous year (if your coverage remains as a multiple of salary).
- Your election during the annual review period. If eligible, the annual review period gives you the opportunity to increase your coverage by up to \$10,000 without proving insurability (see page 13).
- Your age bracket.

To calculate your monthly and annual premiums, there is a convenient Optional Life Insurance calculator on MOSERS' website. Click on **Members**, then **Calculators**.

## Making Changes to Your Member Coverage

### *Decrease Your Coverage at Any Time*

If you wish to **decrease** your optional life insurance coverage, you must complete an *Enrollment/Change - Optional Life Insurance* form (log in to your secure Member Homepage at [www.mosers.org](http://www.mosers.org)) and submit it to MOSERS. The decrease in coverage will become effective the first day of the next pay period following the date the paper form was signed (if received by MOSERS within 31 days) or submitted electronically, or the effective date indicated on the form (whichever is later).

### *Increase Your Coverage During the Annual Review Period*

MOSERS offers an Optional Term Life Insurance Review Period each fall. The purpose of the review period is to give eligible members the opportunity to increase their coverage amount, within the established guidelines, without proving insurability. During the review period, the increase in coverage cannot exceed \$10,000. **The annual review period is for member coverage only, not for spouse or children.**

Each year, a notification of eligibility will be sent to those members who have:

- Optional life insurance coverage on themselves.
- Not reached the maximum amount of optional life insurance coverage (the lesser of six times your annual salary or \$800,000).

Increases in coverage during the review period will become effective January 1 of the following year, provided you meet the active-work requirement. If you do not meet the active-work requirement on January 1, any change in coverage is postponed until you complete one full day of active employment.

### *Increase Coverage Outside the Annual Review Period*

You may **increase** your optional life insurance at any time during the year (outside the annual review period). However, you may not elect more than six times your annual earnings (rounded up to next \$10,000 increment) or \$800,000 (whichever is less).

If you are already enrolled in the optional life insurance plan and wish to increase your coverage, you must submit an *Enrollment/Change - Optional Life Insurance* form to MOSERS. In addition, you must submit a completed *Medical History Statement*, which is available on MOSERS' website, to Standard Insurance Company. In some situations, Standard Insurance Company may require you to have a physical examination at Standard's expense. Please note, approval of additional coverage is not automatic. You must meet the underwriting requirements of Standard Insurance Company to qualify for coverage.

The increased amount of coverage will be effective on the first day of the next pay period following the date MOSERS receives notice of Standard Insurance Company's approval, provided you meet the active-work requirement on that date.

Optional life insurance coverage amounts are rounded to the nearest \$10,000 increment when increasing or decreasing coverage.

Please allow two months for Standard Insurance Company to approve additional life insurance coverage.

## Coverage Amount at Retirement

When you retire within 60 days of leaving state employment, you may elect to continue purchasing any amount of coverage from \$1,000 up to a maximum of \$60,000 (in increments of \$500). However, the amount of coverage you carry into retirement cannot exceed the amount you carried while actively employed. For example, if as an active employee you have \$30,000 of optional coverage, you may retain any amount from \$1,000 to \$30,000 when you retire. At retirement, your premium will be deducted from your monthly retirement benefit. Coverage continues for the member's lifetime, as long as applicable premiums are paid and the terms of the group policy are met.

**Members of PSRS may continue up to \$60,000 of optional life insurance coverage into retirement (if eligible).**

You have 60 days from the end of the month in which you leave state employment to make an election to convert/port the remaining basic life insurance to an individual policy through Standard Insurance Company.

### Optional Life Insurance Coverage

**At Retirement (if eligible):** You may retain up to \$60,000 (cannot exceed coverage while actively employed).

Your premium may be adjusted every January based on your age and the amount of optional life coverage you elected.

### MSEP 2000/MSEP 2011 Provision

*For general state employees with optional life insurance coverage in excess of \$60,000*

If you retire under the "Rule of 80" (MSEP 2000), or "Rule of 90" (MSEP 2011), you may retain all of your optional life insurance coverage until age 62. At age 62, your coverage will automatically reduce to a maximum of \$60,000.

14

## When Coverage Will End

Your optional life insurance coverage will end on the earlier of the following events:

- The last day of the calendar month in which your employment ends (unless you retire within 60 days of leaving).
- The last day of the pay period in which you pay the required premium.

You may reduce your optional life coverage amount after retirement; however, you may not increase your coverage amount after retirement.

If you were approved for waiver of premiums and the approval was effective between January 1, 1999 and June 30, 2005, the waiver for you and your eligible dependents will continue into retirement as long as you continue to qualify for the waiver.

If you are approved for a waiver of premium, and the approval was effective on or after July 1, 2005, the waiver for you and your eligible dependents will cease at retirement. You may continue at least a portion of your optional coverage into retirement, at which time you will be responsible for the premiums. The coverage amount will be based on the limits in effect on the date you became disabled.

## Suicide Exclusion for Members' Optional Life Insurance

As a member, if your death results from suicide or other intentionally self-inflicted injury while sane or insane and you have not had MOSERS Optional life insurance for at least one year on the date of your death, no proceeds from your Optional life insurance will be paid. Standard Insurance will refund all premiums paid for your Optional life insurance to your eligible survivor(s).



## Dependent Life Insurance

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### SPOUSE COVERAGE

#### Eligibility

If you have optional life insurance coverage on yourself, you may elect to purchase dependent life insurance on your spouse. Your spouse is the person to whom you are legally married. **According to the life insurance policy, your spouse cannot be insured if he/she is a full-time member of the armed forces of any country.**

Your spouse becomes eligible for coverage the latter of:

- The date your optional life insurance becomes effective.
- Your date of marriage.

#### Effective Date of Coverage

Spouse coverage becomes effective the date the enrollment form is signed (if signed within 31 days of eligibility) or electronically submitted to MOSERS. If coverage is more than \$10,000, the coverage becomes effective the first day of the next pay period following approval by Standard Insurance Company.

#### Amount of Coverage

You may purchase coverage on your spouse, **in increments of \$10,000**, up to a maximum of \$100,000. However, the amount of spouse coverage may not exceed the optional coverage you have purchased on yourself. For example, if you have \$20,000 in optional life insurance coverage on yourself, you may purchase either \$10,000 or \$20,000 in coverage on your spouse.

Spouse coverage of up to \$10,000 does not require evidence of insurability if you enroll during the initial eligibility period. However, purchasing any amount of spouse coverage over \$10,000 will require your spouse to submit evidence of insurability.

#### How to Enroll

If you wish to purchase life insurance coverage on your spouse, you must enroll. You may enroll through SEBES within 31 days of eligibility. Coverage in excess of \$10,000 will begin the first of the next pay period following approval by Standard Insurance Company.

If you are not married during your eligibility period and later marry, you will have 31 days from your date of marriage to add coverage on your spouse.

You must have optional life coverage yourself to apply for coverage on your spouse.

#### Spouse Life Insurance Coverage

\$10,000 to \$100,000 (in increments of \$10,000 and cannot exceed amount of member's optional coverage).

If you and your spouse work for the state, each of you may purchase member and spouse coverage.

If you and your spouse have individual optional life insurance coverage through MOSERS, and one stops working for the state, the other may purchase spouse coverage (within 31 days) without the former employee proving insurability. Please include a note indicating the coverage is transferring and the former employee's name and social security number or MOSERS Member ID.

### If You Enroll Late

If you elect to purchase life insurance coverage on your spouse more than 31 days after eligibility, you must submit evidence of insurability on your spouse satisfactory to Standard Insurance Company. For late enrollment, please submit an *Enrollment/Change - Optional Life Insurance* form to MOSERS. In addition, you must submit a completed *Medical History Statement*, which is available on MOSERS' website, to the Standard Insurance Company.

The premium for spouse coverage is calculated using the member's age.

In some situations, Standard Insurance Company may require your spouse to have a physical examination at Standard's expense. Please note, approval of coverage is not automatic. Your spouse must meet the underwriting requirements of Standard Insurance Company to qualify for coverage.

Your spouse's life insurance will be effective the first day of the next pay period following the date MOSERS receives notice of Standard Insurance Company's approval, provided you meet the active-work requirement on that date.

### Premium Amount

The premium for spouse coverage is based on the member's age and the amount of coverage selected. As with all of the optional coverages, you pay the premium through payroll deduction.

Group life insurance coverage on your spouse ends when you retire.

### Increasing coverage

If your spouse is already enrolled in the life insurance plan and you wish to increase his/her coverage, you must submit an *Enrollment/Change - Optional Life Insurance* form to MOSERS. In addition, your spouse must submit a completed *Medical History Statement*, which is available on MOSERS' website, to the Standard Insurance Company.

In some situations, Standard Insurance Company may require your spouse to have a physical examination at Standard's expense. Please note, approval of coverage is not automatic. Your spouse must meet the underwriting requirements of Standard Insurance Company to qualify for coverage.

The increased amount of coverage will be effective on the first day of the next pay period following the date MOSERS receives notice of Standard Insurance Company's approval, provided you meet the active-work requirement on that date.

### Coverage at Retirement

The life insurance coverage on your spouse cannot be continued into retirement. You have 60 days from the end of the month in which you leave state employment to make an election to port or convert your spouse's coverage to an individual policy through Standard Insurance Company (see pages 28-29).

### When Coverage Will End

Insurance coverage on your spouse will end on the earlier of the following events:

- The last day of the pay period in which you pay the required premium.
- The date the Group Policy terminates.
- The last day of the calendar month in which your employment ends or you retire.
- The last day of the calendar month in which your divorce becomes final.
- Five months after the date of your death (no premiums will be charged during this time).

Upon termination of group coverage, your spouse's group life insurance coverage can be ported or converted to an individual policy with Standard Insurance Company (see pages 28-29).

## CHILD(REN) COVERAGE

### Eligibility

You may purchase life insurance for your eligible child(ren). Submit the *Enrollment/Change - Optional Life Insurance* form to MOSERS. For purposes of determining eligibility for coverage, a child means your child from **live birth until age 26** or disabled child. This includes, dependent stepchildren, grandchildren, adopted children, and children for whom you are the court appointed legal guardian, provided they are living with you. Biological children do not have to live with you to qualify. **Full-time members of the armed forces of any country, regardless of age, are not eligible for coverage.**

Disabled children older than age 26, who are continuously incapable of self-sustaining employment because of developmental, intellectual or physical handicap and dependent on you for support, are eligible for dependent coverage. You must provide Standard Insurance Company with proof that your child is disabled. You will be required to complete a *Continued Dependent Life Insurance for a Disabled Child* form within 31 days after the date on which the insurance would otherwise end because of the child's age. At reasonable intervals thereafter, Standard Insurance Company may require further proof and have your child examined at Standard's expense.

### Effective Date of Coverage

Child coverage becomes effective the date the enrollment form is signed.

### Amount of Coverage

Life insurance coverage on your child(ren) is available in a flat amount of \$10,000 per eligible child and is the only coverage amount available. You will not be required to provide evidence of insurability for your child(ren).

Once coverage is in effect for your child(ren), any newborn child(ren) will be covered at no additional cost. Coverage for the newborn will be effective immediately. **In order to update our records, please notify MOSERS of the newborn's name, and date of birth as soon as reasonably possible.**

### How to Enroll

If you elect to purchase life insurance for your child(ren), you must enroll. You may enroll through SEBES (Statewide Employee Benefit Enrollment System) at [www.sebes.mo.gov](http://www.sebes.mo.gov) as a new employee (within 31 days of employment). If you enroll within 31 days of eligibility, your child's coverage will begin the day the form is signed or submitted. Or, you may log in to your MOSERS secure Member Homepage (at [www.mosers.org](http://www.mosers.org)) and submit the *Enrollment/Change - Optional Life Insurance* form at any time.

Eligible children may be enrolled at any time without providing evidence of insurability.

A newborn child is automatically insured from the moment of birth. An adopted child is automatically insured from the time of placement. If you do not otherwise have dependent life insurance in place for your child(ren), you must apply in writing within 31 days after the date dependent life insurance under this provision is effective. If you do not apply, dependent life insurance under this provision for the newborn or adopted child will end automatically after that 31-day period.

If you and your spouse are state employees and covered by MOSERS' basic life insurance, one or both may carry life insurance coverage for your child(ren).

### **Premium Amount**

The premium for child(ren) coverage is \$2.00 per month, regardless of the number of children insured. As with all optional coverages, you pay the premium through payroll deductions.

### **Coverage at Retirement**

Should you wish to retain life insurance coverage in retirement for your dependent child(ren) younger than age 26 or disabled, you must submit the *Retain/Terminate Dependent Child Life Insurance* form to MOSERS prior to the payment of your first retirement benefit.

### **When Coverage Will End**

Insurance coverage on your child(ren) will end on the earlier of the following events:

- The last day of the pay period in which you pay the required premium.
- The last day of the calendar month in which your employment ends unless you retire within 60 days of terminating your position.
- The last day of the calendar month in which your child turns 26 (unless the child qualifies for continued coverage as a disabled child).
- Five months after the date of your death (no premiums will be charged during this time).



## Designation of Beneficiary(ies)

### MEMBER COVERAGE

Your life insurance coverage amounts are payable to your named beneficiary(ies) if you die while insured. You may name one or more beneficiaries to receive the proceeds from your life insurance. Submit a *Life Insurance Beneficiaries* form to MOSERS by going to [www.mosers.org](http://www.mosers.org) and logging in to your secure Member Homepage. This form instructs you to name a **primary** beneficiary and a **contingent** (second) beneficiary in the event your primary beneficiary does not survive you. **The form must be dated, signed by you and delivered to MOSERS or submitted online during your lifetime. Your designations will be effective upon MOSERS' receipt of the form.**

Keep your beneficiary designations updated!  
It's easy to do at [www.mosers.org](http://www.mosers.org).

When you name an individual as your beneficiary, please be sure to indicate your beneficiary's full name, address, social security number, date of birth, and relationship to you. It is important that you periodically review and update your beneficiary designations. You may change your beneficiaries at any time by completing and submitting a new designation form (available online). You should also inform your beneficiaries of their designation so they are aware that they may become entitled to a benefit.

Your beneficiary designation(s) will be listed on your *Annual Benefit Statement*.

If you do not designate a beneficiary for the proceeds of your life insurance or if no designated beneficiary survives you, your life insurance benefit will be paid in the following order to your:

- Surviving spouse
- Surviving children (including legally adopted children), divided equally
- Surviving parents, divided equally
- Surviving brothers and sisters, divided equally
- Estate

If a beneficiary dies on the same day you die or within 15 days thereafter, benefits will be paid as if that beneficiary had died before you.

Your life insurance benefits are not assignable or transferable to another party, but can be assigned to pay funeral expenses.

### Designating Minor Children as Beneficiaries

Naming a minor (a person under the age of 18, except an emancipated minor) or estate as your beneficiary for life insurance proceeds may require that a conservator or other legal representative be appointed by a court before any payment can be issued. This could cause legal expenses for the beneficiary and delay in the payment. Please take this into consideration when naming your beneficiary.

As an alternative, you may wish to set up a trust to receive your assets upon your death. A trust is a legal arrangement through which a trustee manages the assets for your beneficiaries. If you would like to set up a trust, please contact an attorney.

**LIFE INSURANCE BENEFICIARIES FORM** (available by logging in to your Member Homepage)

Your life insurance coverage amounts are payable to your named beneficiary(ies) if you die while insured. The *Life Insurance Beneficiaries* form allows you to name one or more beneficiary(ies) (primary and contingent) to receive the proceeds from your life insurance. The form must be signed by you, dated, and delivered to MOSERS or submitted online during your lifetime. Your designations will be effective upon MOSERS’ receipt of the form. Examples shown below may be helpful in designating your beneficiaries.

**Examples of Designation of Beneficiaries**

<p><b>One Beneficiary</b>                  Mary Doe (wife) - 100%                  100 South Park · Hometown, MO 65100                  DOB: 2/25/69 · SSN: 111-22-3333</p> <hr/> <p><b>Several Beneficiaries · Equal Amounts</b>                  Mary Doe (wife), Jane Doe, and Tom Doe (children),                  equally, survivors or survivor. -or-</p> <p>Mary Doe (wife) - 1/3                  100 South Park · Hometown, MO 65100                  DOB: 2/25/69 · SSN: 111-22-3333</p> <p>Jane Doe - (daughter) - 1/3                  200 Campbell Ave. · Hometown, MO 65100                  DOB: 6/15/95 · SSN: 100-20-3000</p> <p>Tom Doe (son) - 1/3                  300 Nestle Circle · Hometown, MO 65100                  DOB: 8/28/99 · SSN: 222-34-5656</p> <hr/> <p><b>Several Beneficiaries · Unequal Amounts</b>                  Mary Doe (wife) - 70%, Tom Doe (son) - 30%,                  or all to the survivor. -or-</p> <p>Mary Doe (wife) - 70%                  100 South Park · Hometown, MO 65100                  DOB: 2/25/69 · SSN: 111-22-3333</p> <p>Tom Doe (son) - 30%                  300 Nestle Circle · Hometown, MO 65100                  DOB: 8/28/99 · SSN: 222-34-5656</p> <hr/> <p><b>Children Per Stirpes</b>  <i>Your children, your children’s children, etc.</i></p> <p>Tom Doe, Mark Doe, and Jane Doe (children), equally,                  survivors or survivor; provided however; should any said child                  not survive to receive payment but leave children surviving at                  the time of payment, his share, her share, or their shares to said                  children per stirpes.</p>	<p><b>Unnamed Beneficiaries</b>                  My children born of my marriage to Mary Doe, equally,                  survivors or survivor. -or-</p> <p>My children, equally, survivors or survivor.                  -or-</p> <p>Tom Doe (son) and any other children of my marriage to                  Mary Doe, equally, survivors or survivor.</p> <hr/> <p><b>Member’s Estate</b>                  To the Estate of John Doe - 100%                  100 South Park · Hometown, MO 65100</p> <hr/> <p><b>Organization</b>                  First Baptist Church - 100%                  100 South Park · Hometown, MO 65100</p> <hr/> <p><b>Trustee Under “Inter Vivos” Trust</b>  <i>An existing trust created during your lifetime by a written                  instrument)</i></p> <p>Second National Bank of Hometown, MO (trustee), or                  successor or successors in trust under that certain declaration                  of trust dated 7/17/92 created by John Doe as trustor.</p> <p>Second National Bank (trustee)                  600 Main Street · Hometown, MO 65100</p> <hr/> <p><b>Testamentary Trust</b>  <i>A trust created by your will - the trust does not take effect until                  after the will has been probated following your death</i></p> <p>Second National Bank of Hometown, MO (trustee), or the                  successor or successors in trust under that certain trust created                  by the will of John Doe.</p> <p>Second National Bank (trustee)                  600 Main Street · Hometown, MO 65100</p> <hr/> <p><b>Revocable Living Trust</b>  <i>You, the grantor, transfers property into the trust and the trustee                  administers the trust for the benefit of the beneficiary named</i></p> <p>John Doe, revocable living trust dated                  April 2, 2002</p>
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## **SPOUSE AND CHILD(REN) COVERAGE**

You, the member, are automatically designated as the beneficiary for your spouse and child(ren)'s insurance benefits. Dependent life insurance benefits that are unpaid at your death will be paid in equal shares to the first surviving class of the classes listed below:

- The children of the dependent
- The parents of the dependent
- The brothers and sisters of the dependent
- Your estate

## **DIVORCE AND IDENTITY THEFT**

In the event of a divorce, you may wish to change your life insurance beneficiary and/or passwords which allow you to make such changes.

MOSERS will pay life insurance proceeds to the beneficiary(ies) you have listed at the time of your death, even if you were no longer married to that person. An exception is that Missouri state statute 461.05(1) disqualifies ex-spouses as beneficiaries under the prior spouse's life insurance policies for divorces which occurred PRIOR to August 28, 2001.

Other circumstances may impact your individual circumstances. If you have questions, consult an attorney for legal guidance in your particular situation and verify and update your beneficiary(ies) as needed. You may change your beneficiary(ies) at any time by completing and submitting a new *Life Insurance Beneficiaries* form online at [www.mosers.org](http://www.mosers.org).

At all times you should be aware of those who have access to your personal information or passwords, and especially when going through a divorce or other life event. In these cases, it is important to routinely check the accuracy of your information from any institution that administers your retirement, insurance, credit, or any other financial benefits.





## Information for Your Beneficiary

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### HOW TO FILE A CLAIM

Once you have designated your beneficiary(ies), it is important to advise them that they may become entitled to certain benefits at the time of your death. In order to claim benefits, your beneficiary(ies) must be familiar with the steps involved in collecting the benefit amount.

#### Step 1 - Notification of Death

Your beneficiary should notify a MOSERS benefit counselor as soon as reasonably possible after your death. The beneficiary may contact us at:

##### Missouri State Employees' Retirement System

907 Wildwood Drive, PO Box 209  
Jefferson City, MO 65109  
(573) 632-6100 · (800) 827-1063

Your beneficiary may "assign" life insurance proceeds to cover your funeral expenses.

#### Step 2 - Verification of Death and Insurance Coverage

Once we receive notice of your death, MOSERS will send a letter to the informant describing the claims procedure. Your beneficiary must submit a certified copy of your death certificate to MOSERS. We will, in turn, submit the life insurance records to Standard Insurance Company.

22

#### Step 3 - Collection of Benefits

Once the previous two steps have been completed, Standard Insurance Company will pay your beneficiary(ies). If a funeral assignment was submitted, Standard will pay the funeral home directly.

To the extent permitted by law, the amount payable to the beneficiary will not be subject to any legal process or claims of any creditor or creditor's representative.

## **COST TO TRANSPORT BODY (REPATRIATION PROVISION)**

If you should die away from home, it could be very costly to transport your body from one location to another. MOSERS' life insurance plan has a "repatriation benefit" to cover the expenses incurred to transport your body to a mortuary near your primary place of residence. The repatriation benefit provides up to \$5,000 or 10% of your **basic life insurance** coverage amount, whichever is less. The repatriation benefit is **in addition** to the amount payable from your basic and optional coverage.

If all the following requirements are met, the repatriation benefit will provide reimbursement to the person who paid for the transfer.

- A life insurance benefit is payable because of your death.
- You die more than 200 miles from your primary place of residence.
- Expenses are incurred to transport your body to a mortuary near your primary place of residence.

The repatriation benefit applies to active and retired members who die while away from home.

## **CLAIMS APPEAL**

There may be times when a beneficiary's claim to death benefits is denied. If a claim is denied, your beneficiary will receive written notice of the specific reason(s) for the denial and clear reference to the insurance plan provision(s) on which the denial is based.

If your beneficiary's claim is denied, your beneficiary may appeal the decision. To do so, your beneficiary or an authorized representative may request a review of the denied claim by notifying Standard Insurance Company in writing. Your beneficiary has the right to:

- Be represented by an attorney.
- Review documents.
- Submit issues and comments to Standard Insurance Company regarding the denial.

After the appeal has been reviewed, a final decision, in writing, will be sent to your beneficiary.

## TIME LIMITS ON LEGAL ACTIONS AND CERTAIN DEFENSES

No legal action may be brought as a result of a claim dispute under the group policy until 60 days after written proof of loss has been provided to Standard Insurance Company.

Any statement you make to obtain insurance coverage will be construed as a representation and not a warranty. A misrepresentation by you may not be used to reduce or deny your claim or to deny the validity of your coverage unless both of the following have occurred:

- Your coverage would not have been approved except for your misrepresentation, and
- A copy of the written instrument containing your misrepresentation has been given to you or your beneficiary.

After your insurance coverage has been in effect for two years, any misrepresentation by you may not be used to reduce or deny your claim or to deny the validity of your coverage.

The obligations to provide life insurance benefits is primarily that of the insurance carrier (The Standard) and secondarily that of MOSERS' board. If you are denied life insurance benefits after following the appeal procedures listed above, you may appeal the decision by filing a petition against the insurance carrier in a court of law in your county of residence.

Neither MOSERS nor our board of trustees are liable for the life insurance benefits provided by the carrier and are not subject to litigation with regard to disability benefits unless you obtain a judgement against the insurance carrier and they are unable to satisfy your judgement.



## Approved Leave of Absence or Layoff

### CONTINUED COVERAGE

If you take an approved leave of absence or are laid off, you may continue both your basic and optional life insurance coverage for up to 12 months by paying the required premium. Whether you are laid off or on an approved leave of absence, your human resources representative must notify MOSERS of your status by submitting the *Leave of Absence Direct Bill/Back to Work* form.

If you elect to continue coverage while on an approved leave of absence or layoff, you will receive a direct bill statement each month for the premiums. An *Autopay Authorization* form is available online if you would like to pay online with your checking or savings account.

Your insurance coverage will terminate at the end of 12 months as the result of an approved leave of absence or layoff **unless** you:

- Return to active work
- Retire
- Are approved for waiver of premium
- Are serving active military duty

If you choose not to continue your basic and/or optional life insurance coverage any time during your leave of absence or layoff and then return to active work, your coverage will be reinstated.

If you choose a level of coverage greater than you had prior to your leave or layoff, you must provide evidence of insurability. For example, if you had \$30,000 in optional life insurance coverage prior to your leave, you cannot exceed that amount of coverage on your return to active work without providing evidence of insurability. You can increase coverage at any time by providing evidence of insurability.

### Life Insurance Coverage During Military Leave

If you are called to or volunteer for active military duty, the Uniformed Service Employment and Reemployment Rights Act (USERRA) protects your employment and benefit rights, provided you meet the eligibility requirements set forth by law.

**Member Coverage:** You may keep your basic, optional, and dependent life insurance coverage for **the duration of deployment** by paying the required premiums. During this time, you will be billed for the monthly premiums. Should you die during the time you are on active military duty, your life insurance benefit will be paid to your designated beneficiary/beneficiaries.

**Child/Spouse Coverage:** In order to retain **child** coverage, you must keep your **basic** life coverage; to retain **spouse** coverage, you must keep your **optional** life coverage. The premiums for dependent coverage will be included in your monthly billing.

If you are on a leave of absence and on direct bill, you must retain basic life insurance coverage in order to keep child coverage and you must retain optional life insurance coverage in order to keep spouse coverage.



## Paying Premiums While Disabled

### WAIVER OF PREMIUM

If you are on approved workers' compensation leave and are drawing workers' compensation benefits from the state, you will not be required to pay your basic life insurance premium. However, you are required to pay your optional life insurance premium to maintain that coverage.

If you have either basic or optional life insurance and become disabled while actively employed, you may be eligible to continue your life insurance without paying any premium.

To be eligible for a waiver of premiums you must meet the following conditions:

- You are totally disabled from sickness, accidental injury, or pregnancy rendering you unable to perform the material duties of any work for which you are reasonably qualified by education, training, and experience.
- Your disability occurs prior to age 60.
- You have completed a 90-day waiting period beginning on the date you became totally disabled.

Eligibility for waiver of life insurance premiums is automatically evaluated when you file a claim for long-term disability. While Standard Insurance Company is examining your total disability claim, the state will continue to pay your basic insurance premium. However, you will be responsible for your premiums for optional insurance coverage during this approval period.

If you are approved and have satisfied the 90-day waiting period, your premiums for both basic and optional coverage will be waived the first day of the next pay period following your date of disability. Standard Insurance Company will refund up to 12 months of the optional insurance premiums that you paid during the approval period.

Waiver of premiums is subject to Standard Insurance Company's approval and will end on the earliest of the following dates:

- The date you are no longer totally disabled.
- Ninety days after Standard Insurance Company mails you a request for proof of your continued total disability, unless you provide the proof within those ninety days.
- The date you fail to provide Standard Insurance Company with a reasonable opportunity to examine you at Standard's expense. (Standard Insurance Company has the right to have a medical representative examine you, at reasonable intervals, at the company's expense.)
- The date you retire under the plan.

If your premiums are waived when you retire, your coverage will be reduced to the amount a retiree could retain based on the coverage limits in effect on the date you became totally disabled. If you receive an accelerated benefit, coverage will be reduced according to the accelerated-benefit provision.

If you qualify for a waiver of premiums, all premiums will be waived, including those for spouse and/or child(ren) coverage.

Waiver of premiums is not available for a disability of your spouse and/or child(ren).

For disability benefits beginning on or after July 1, 2005, waiver of premiums will end when you retire or are eligible for normal retirement (whichever occurs first). At that time, you may continue your coverage by paying the monthly premium.



## Receiving Benefits Prior to Your Death

### ACCELERATED BENEFIT

Assuming you have at least \$10,000 in basic or optional life insurance coverage, you may receive benefits prior to your death provided you meet certain conditions. These conditions include qualifying for a waiver of premiums and providing satisfactory proof of having a qualifying medical condition (see the **waiver of premiums** conditions on page 26.)

You may receive an accelerated benefit only once in your lifetime, and the benefit will be paid to you in a lump sum. When you receive this benefit, it may be taxable and may affect your Medicaid or other governmental entitlements, so consulting your tax/legal advisor is recommended. If you recover from your qualifying medical condition after receiving an accelerated benefit, you will not be asked to refund the money.

To have a qualifying medical condition, you must be terminally ill with a life expectancy of less than 12 months. If you apply for an accelerated benefit, Standard Insurance Company may have you examined by one or more physicians of their choosing, at no cost to you.

### AMOUNT OF AN ACCELERATED BENEFIT

The amount of the accelerated benefit you receive may equal up to 75% of your coverage amount, with a minimum benefit of \$5,000 or 10% of your insurance, whichever is greater. The maximum benefit is \$500,000.

### EFFECTS ON INSURANCE

If you elect to receive an accelerated benefit—which has been paid out of your life insurance coverage—the remainder of your benefit will be reduced by the amount of the payout and any additional interest charge calculated by Standard Insurance Company. If you have any questions regarding an accelerated benefit, please contact a MOSERS benefit counselor at (573) 632-6100 or (800) 827-1063.

The receipt of an accelerated benefit may be taxable and may affect your eligibility for Medicaid or other government benefits or entitlements. You should consult your personal tax and/or legal advisor before you apply for an accelerated benefit.

### EXCLUSIONS

There are some occasions when no accelerated benefits will be paid. You may not receive an accelerated benefit if:

- All or part of your insurance must be paid to your children or your spouse or former spouse as part of a court approved divorce, separate maintenance agreement, or property settlement agreement.
- You are married and live in a community property state (Missouri is not one), unless you provide Standard Insurance Company with a signed written consent from your spouse.
- You have made an assignment of all or part of your insurance unless you give us a signed written consent from the assignee.
- You have filed for bankruptcy, unless you provide Standard Insurance Company with written approval from the bankruptcy court for payment of the accelerated benefit.
- You are required by a government agency to use the accelerated benefit to apply for, receive, or continue a government benefit or entitlement.
- You have previously received an accelerated benefit under the group policy.



## Keeping Your Coverage If Leaving State Employment

### OPTIONS TO CONTINUE MOSERS LIFE INSURANCE COVERAGE

Subject to the terms of the group policy, there are two options available to continue your MOSERS life insurance coverage, when normally your coverage would end or be reduced.

1. **Group Life Portability Insurance** - Retain group term life insurance
2. **Conversion to an Individual Policy** - From group term life insurance to an individual whole life insurance policy

Should you leave state employment, you may be eligible to continue your basic, optional, and spouse and/or dependent life insurance coverage without proving insurability. Under either provision, you must make your election to continue coverage within 60 days of the qualifying event. The individual life insurance policy will become effective on the day after your insurance under the group policy terminates or is reduced as long as you apply within 60 days after the date your insurance under the group policy terminates or is reduced.

You have 60 days from the date your coverage ends, or is reduced, to convert your coverage to an individual policy or buy portable group insurance.

Group Life Portability Insurance is a continuation of the group term life policy. It is not an individual policy and does not build a cash value.

A *Group Life Portability Insurance Application* is available on MOSERS' website, [www.mosers.org](http://www.mosers.org).

28

#### 1. Group Life Portability Insurance

- Group policy remains a group policy
- Term coverage remains term coverage

If all the following statements are true, you may continue your group life insurance coverage at a group rate:

- The amount of insurance to be continued must have been continuously in effect for at least 12 consecutive months.
- You must be younger than age 65.
- You must be able to perform, with reasonable continuity, the material duties of at least one gainful occupation for which you are reasonably fitted by education, training, and experience on the date you leave state employment.

To continue your life insurance coverage under the portability provision:

- You must apply in writing and pay the first premium within 60 days of leaving state employment, and
- The amount of insurance you continue under the portability provision cannot exceed the amount in effect on the date your insurance terminates or is reduced.
- You must purchase portable group life insurance for yourself in order to purchase any other insurance eligible for portability.

Portability insurance ends on the earlier of:

- The date your coverage would otherwise end under the group policy.
- The date you become insured under any other group life insurance plan.



## 2. Conversion to an Individual Policy

- Group policy converts to individual policy
- Term coverage converts to whole life coverage

This option allows you to convert your group term life insurance coverage to an individual whole life policy. The premium rates for an individual whole life policy are higher than the rates for a group term policy.

### *When You Can Convert to an Individual Policy*

You may convert your group policy to an individual life insurance policy without providing evidence of insurability if all of the following statements are true:

- Your insurance coverage did not end because you failed to make the required premium contribution.
- You have not received an accelerated benefit payment from Standard Insurance Company.
- You complete a *Group Conversion* card and submit it to Standard Insurance Company.
- You pay Standard Insurance Company the first premium within the 60-day conversion period.

The maximum amount you have a right to convert is the amount of insurance which was previously in force. The individual life insurance policy will become effective on the day after the 60-day conversion period. Standard Insurance Company will use its published “Rates for Standard Risks” to determine the premium.

## **CONVERSION/PORTABILITY OF COVERAGE FOR SPOUSE AND CHILD(REN)**

29

When life insurance coverage ends for your spouse and/or child(ren), you have 60 days in which to convert coverage to an individual life insurance policy or buy portable group insurance. Evidence of insurability is not required.

## **DEATH DURING THE 60-DAY CONVERSION PERIOD**

If you, your spouse, and/or child(ren) die during the 60-day conversion period, Standard Insurance Company will pay a death benefit equal to the maximum amount you had a right to convert, whether or not you applied for an individual policy.

## **THE ACTIVE-WORK REQUIREMENT**

Regardless of when you enroll, if you are not actively at work due to illness, pregnancy, or injury on the date before the scheduled effective date of your insurance, coverage will be effective on the day after you complete one full day

If you have questions regarding the portability or conversion of coverage, you may contact Standard Insurance Company at (800) 378-4668 or email: [ebpacontinuedbenefits@standard.com](mailto:ebpacontinuedbenefits@standard.com).



## Other Important Information

of active employment. If the date you would normally become insured is a regularly scheduled day off, holiday, or vacation day and you were not actively at work due to illness, pregnancy, or injury on the last regularly scheduled working day prior to that date, coverage will be effective on the day after you complete one full day of active employment.

### PROVIDING EVIDENCE OF INSURABILITY

Certain situations may require evidence of insurability before insurance coverage can take effect. For example, evidence of insurability is required if you:

- Enroll for any coverage more than 31 days after the employment date.
- Wish to increase coverage on yourself or your spouse after the initial eligibility period.
- Wish to insure your spouse for coverage in excess of \$10,000.

You must submit an *Enrollment/Change - Optional Life Insurance* form to MOSERS. In addition, you must submit a completed *Medical History Statement*, which is available on MOSERS' website, to the Standard Insurance Company. Before Standard Insurance Company approves an application for coverage, you or your spouse may be asked to have a health examination at Standard's expense. Approval is not automatic. The underwriting requirements of Standard Insurance Company must be met.

Your coverage will be effective the first day of the next pay period following the date that MOSERS receives notice of Standard Insurance Company's approval of the medical history statement, provided you meet the active-work requirement on that date.

### IF YOU TRANSFER TO ANOTHER JOB

If you transfer employment between agencies that are covered by MOSERS' life insurance plan, your levels of coverage will remain the same. Work with the human resource representative at your new job to make sure the coverage and deductions are correct.

You must meet the active-work requirement prior to the effective date of your basic or optional life insurance coverage.

You must provide Standard Insurance Company with evidence of insurability if you:

- Enroll late.
- Increase your coverage outside the Optional Term Life Insurance Annual Review period.
- Elect spouse coverage of more than \$10,000.

## Certificate of Insurance

### GROUP POLICY NUMBER

604201

### NAME AND ADDRESS OF INSURANCE CARRIER

Standard Insurance Company  
Group Benefits Department  
P. O. Box 2800  
Portland, OR 97208-2800

### NAME AND ADDRESS OF POLICYHOLDER

Board of Trustees  
Missouri State Employees' Retirement System (MOSERS)  
907 Wildwood Drive  
Jefferson City, MO 65109  
(573) 632-6100 or (800) 827-1063

- This is not an insurance policy. The group policy is held by MOSERS.
- All claims must be filed through MOSERS. Claims are subject to the terms of the group policy. Standard Insurance Company will pay the insured amount to your designated beneficiary(ies) upon receipt of satisfactory, written proof of your death.
- As long as you meet the eligibility requirements set forth in group policy number 604201, you will have life insurance coverage through MOSERS.
- For details regarding your life insurance coverage, please refer to your *Life Insurance Handbook*.

### EFFECTIVE DATE

January 1, 2016



# Index

## A

Accelerated benefit .....6, 26, 27, 29, 34  
 Active work/Actively at work.....9, 34  
 Additional coverage .....13  
 Adoption of child.....11, 17, 19, 35  
 Amount of coverage ..... 6, 9, 10-17, 25  
 Annual earnings ..... 6, 9, 11-13, 34  
 Annual Term Life Review period .....6, 12, 13, 30, 35  
 Appealing decisions .....23, 24  
*Autopay Authorization* form .....3, 25

## B

Basic coverage..... 6-10, 23, 25  
 Basic coverage over \$50,000 .....10  
 Beneficiary .....9, 19, 24, 34  
 Beneficiary designations ..... 19-21  
 Birth of child.....11, 13, 17  
 Board of Trustees.....24

## C

Calculation of premium example.....12  
 Cash value.....7, 28  
 Certificate of Insurance .....31  
 Child (definition).....17, 35  
 Child coverage.....6, 17, 18  
 Child eligibility .....17  
 Claims appeal.....23  
 Collection of benefits .....22  
 Contacting Standard Insurance Company .....5, 31  
 Contingent beneficiary .....20, 35  
 Continuing coverage at retirement .....6, 9, 11, 16, 18  
 Conversion period.....28, 29, 35  
 Conversion to individual policy.....6, 28, 29  
 Cost of coverage .....12  
 Cost to transport body .....23

## D

Death during conversion period .....29  
 Death of spouse or child.....11  
 Death while away from home.....6, 23  
 Decreasing coverage .....13,16  
 Designation of beneficiary ..... 19- 21  
 Direct bill.....25  
 Disability.....26  
 Disabled child .....17, 35  
 Divorce .....11, 21  
 Duty-Related Death Provision.....6, 9

## E

Effective date of coverage.....9, 11, 15, 17, 19, 20  
 Eligible employees .....8  
 Eligibility .....9, 11, 15, 17  
 Eligibility period .....9, 11, 15, 17  
 Employees not eligible.....8  
 Enrollment.....9, 11, 15, 17  
 Evidence of insurability .....35

## F

Family status change.....11, 35  
 Filing a claim.....22  
 Forms.....3

## G

Glossary .....34, 35  
 Group policy .....5, 31

## I

Increasing coverage.....6, 13, 16  
 Individual policy .....28, 29

## L

Late enrollment .....	12, 16
Layoff .....	25
Leave of absence .....	25
Leaving state employment .....	28, 29
<i>Life Insurance Beneficiaries</i> form .....	20
Litigation .....	24

## M

Marriage .....	11, 15, 16
Maximum coverage .....	9, 11, 15, 16, 27
Medical History Statement .....	11, 16, 13, 35
Member eligibility .....	9, 11
Military leave .....	25
Minimum coverage .....	9, 11, 15, 17
Minor child as beneficiary .....	19

## N

Non-eligible employees .....	8
Notification of death .....	22

## O

Optional coverage .....	6, 11-18, 24, 28, 29
-------------------------	----------------------

## P

Paying the premiums while disabled .....	26
Policyholder .....	5, 31
Policy number .....	5, 31
Portability of group policy .....	6, 28, 29, 35
Premium amount .....	9, 11, 15, 17
Premium rates .....	12
Primary beneficiary .....	19
Proof of insurability .....	30
PSRS .....	8, 10, 14
Public School Retirement System employees .....	8, 10, 14

## Q

Qualifying event .....	10
------------------------	----

## R

Repatriation benefit .....	6, 23, 35
Retirement .....	6, 10, 13, 14, 16, 18, 35

## S

Schedule of monthly premiums .....	12
Spouse (definition) .....	35
Spouse coverage .....	6, 15, 16, 28, 29
Spouse eligibility .....	6, 15
Stopping coverage .....	10, 14, 16, 18
Summary of benefits .....	6

## T

Tax liability if basic coverage over \$50,000 .....	10
Tax liability table .....	10
Term life insurance .....	7
Terminally ill .....	26
Terminating coverage .....	10, 14, 16, 18
Time limits on legal actions .....	24
Transfer of employment .....	30
Type of insurance .....	7

## W

Waiver of premiums .....	14, 25, 35
When coverage begins .....	9, 11, 15, 17
When coverage ends .....	10, 14, 16, 18
Work related death .....	9



## Glossary

### Definition of Terms

To better understand your rights and obligations while covered by either basic or optional life insurance, you will need to familiarize yourself with the following definitions. Remember, these definitions are specific to the contract between MOSERS and Standard Insurance Company, and you should not assume that these definitions are universal to all insurance/financial situations.

### A

**Accelerated Benefit** - A provision of the policy that allows you to receive a portion of your life insurance benefit early (if you qualify).

**Active Work/Actively at Work** - Active work and actively at work mean performing the material duties of your own occupation at your employer's usual place of business. If you are incapable of active work because of sickness, injury, or pregnancy on the day before the scheduled effective date of your insurance (or increase in your insurance), your insurance will not become effective until the day after you complete one full day of active work as an eligible member.

You will also meet the active-work requirement if you were:

- Absent from active work because of a regularly scheduled day off, holiday, or vacation day.
- Actively at work on your last scheduled work day before the date of your absence and capable of active work on the day before the scheduled effective date of your insurance or increase in your insurance.

**Annual Earnings** - For the purpose of determining the amount of your life insurance benefit, annual earnings refers to your annualized pay: (1) on your first full day of active work, or (2) as of July 31 of the previous year (whichever is later).

- **Includes pay for:** Regular monthly earnings, shift differential

- **Excludes pay for:** Overtime, bonuses, commissions, your employer's contributions on your behalf to any deferred compensation arrangement or pension plan, and any other extra compensation.

**Annual Term Life Insurance Review Period** - The annual life insurance review period is a window of opportunity that occurs in October of each year in which eligible members may increase their MOSERS optional term life insurance amount (within the established guidelines) without proving insurability.

### B

**Beneficiary** - The person(s) or organization(s) you name on the *Designation of Life Insurance Beneficiaries* (paper) form or the *Life Insurance Beneficiary* (online) form to receive your life insurance proceeds at the time of your death. MOSERS recognizes the three following types of beneficiaries:

- **Primary Beneficiary** - The person(s) or organization(s) who will be recognized first by Standard Insurance Company to receive your life insurance proceeds.
- **Contingent Beneficiary** - The alternative beneficiary(ies) who will receive your life insurance proceeds in the event your primary beneficiary(ies) does not survive you.
- **Automatic Beneficiary** - You are automatically the beneficiary of any optional life insurance you purchase to cover your spouse and/or child(ren).

## C

**Child** - For coverage purposes only, a child is defined as your child from live birth to age 26 or disabled child. This includes dependent stepchildren, grandchildren, adopted children, and children for whom you are the court appointed legal guardian, provided they are living with you. **Full-time members of the armed forces of any country, regardless of age, are not included in this definition of “child.”**

**Conversion Period** - The 60-day period from the date your life insurance coverage is terminated or reduced when you may elect to change your group life insurance coverage (including spouse and dependent) to an individual policy with Standard Insurance Company or buy portable group life insurance.

## D

**Disabled Child** - A child older than age 26, who is continuously incapable of self-sustaining employment because of developmental, intellectual or physical handicap and dependent on you for support.

## E

**Evidence of Insurability** - The proof required by Standard Insurance Company to support your insurability at time of late enrollment, or when increasing life insurance coverage outside of the annual review period. In addition to a *Medical History Statement*, you may be required to undergo a physical examination and blood testing at no cost to you.

## F

### Family Status Change

One of the following life events:

- Your marriage, divorce, or legal separation.
- The birth of your child.
- The adoption of a child.
- The death of your spouse or child.

## P

**Portability of Insurance Provision** - A provision that allows you to continue your term life insurance coverage (including spouse and dependent) at the group rate, when you leave state employment.

## Q

**Qualifying Event** - When termination or reduction of your insurance will occur for any reason except:

- a. Failure to make a required premium contribution.
- b. Payment of an Accelerated Benefit.

## R

**Repatriation Benefit** - Covers the expenses incurred to transport your body more than 200 miles from where you died to a mortuary near your primary place of residence (if you qualify).

**Retirement** - The first day of a calendar month when you no longer work in a MOSERS-covered position and begin receiving retirement benefits.

## S

**Spouse** - The person to whom you are legally married. For coverage purposes only, **full-time members of the armed forces of any country are not included in this definition of “spouse.”**

## W

**Waiver of Premiums** - A provision of the policy that allows you to continue your life insurance coverage without paying any premium (if you qualify).





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