
 **PEBA Academy**

# Terminating coverage

Retirement, Disability and Death  
2025

**PEBA**  
SC Retirement System and State Health Plan

Serving those who serve South Carolina

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## Important information

- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
  - [Benefits Administrator Manual](#); and
  - [Insurance Benefits Guide](#).
- The plan of benefits documents, certificates of coverage and benefits contracts contain complete descriptions of the insurance benefits offered by or through PEBA. Their terms and conditions govern all these benefits.

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## Manage subscribers

**Manage Subscribers**

Action

Select One

Select One

Enroll

Change

Terminate

**Manage Subscriber**

Enroll

SSN

Group

Continue

Enrollment is used for adding new subscribers to your group.

Change

SSN

Continue

Use Change to modify current subscribers within your group.

Terminate

SSN

Continue

Terminate allows you to drop coverage for a subscriber.

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### Termination details

[illegible]

Note: The "Reduction in Hours" reason is for those who are voluntarily dropping benefits while in a Stability Period.

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### Review and apply

[illegible]

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### Summary of Termination

<div>  <b>PESA Insurance Benefits Summary of Termination</b> </div>		
<b>Terminates Coverage</b> <b>Type of Coverage</b> <b>HEALTH</b> <b>WELFARE</b> <b>VISION CARE</b>	<b>Status Change</b> Active to Terminated Active to Terminated Active to Terminated	<b>Effective Date Change</b> 01-01-2018 to 11-01-2020 01-01-2018 to 11-01-2020 12-01-2012 to 11-01-2020
<b>Life Expectation</b> End of Payment from Employment 10-30-2024 Last Date of Earned Compensation 10-30-2024 Last Date of Final Payment 10-30-2024		
<b>Certification</b> I am submitting this transaction to affirm that the terminating reason is accurate to the best of my knowledge and belief, and that the termination is not based on COBRA, disability or any other type of information, and that any other pertinent information regarding consideration or compliance of any applicable law, regulation, or contract is disclosed in this transaction. I understand that the termination departments have been notified for the reasons given and will be terminated. The termination has been authorized and will not be rescinded after the effective date of termination.		
<b>Options offered to the employee:</b> <input type="checkbox"/> COBRA <input type="checkbox"/> Rollover <input type="checkbox"/> Conversion <input type="checkbox"/> Portability		

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- Send COBRA notification, available at [peba.sc.gov/forms](https://peba.sc.gov/forms).
- Service and disability retirement.
  - Provide employee with *Retiree Packet* and life event checklist.
  - MetLife will mail continuation and/or conversion forms directly to retiree, if applicable.

- Terminations.
  - MetLife will mail a conversion form directly to employee.
  - Request Long Term Disability conversion material from The Standard, if applicable.
- Death.
  - Provide survivor with enrollment forms and life event checklist.
  - PEBA will mail condolence letter and life insurance claim form.

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- If you do not submit the termination in EBS, submit the *Active Termination Form* to PEBA.
  - Resigned, terminated from employment or not eligible (T5).
  - Service retirement (T7).
  - Disability retirement (T2).
  - Death (T1).
- Delays in processing will occur for paper form submissions.

- Review the monthly Terminated Subscriber Listing (HIS512) enrollment report in EBS.
- If a termination is received more than 31 days from the date of loss of eligibility, PEBA will cancel coverage the first of the month after the date of receipt.

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Disclaimer

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

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