



## End of school year benefit reminders from OTIP

The school year is coming to a close and summer is just a few weeks away!

In preparation for the summer, here are some important reminders about your benefits coverage to keep in mind:

- **Update your preferred email address:** Your school board email address is used as your default email address for important information about your benefits coverage. If you have not already done so, please consider updating your [preferred email address to your personal email](#) so you don't miss important information from OTIP.
- **Update the status of your student:** OTIP requires [annual confirmation if an overage student](#) covered under your plan continues to be enrolled in school and requires coverage in the new school year. If this applies to you, you will get email reminders starting in June to complete this confirmation.

You will be required to confirm if your natural or adopted child, stepchild or foster child, is still eligible and requires coverage if they meet the following criteria:

- a. They are unmarried;
- b. They are not employed on a full-time basis;
- c. They are not eligible for insurance as a member under this or any other group policy; and
- d. They are either under age 21 or under age 26 if a full-time student at an accredited school, college or university.

A stepchild must be living with you to be eligible.

Coverage for your overage student dependant will end on their 26<sup>th</sup> birthday.

### Is your employment status changing with the end of the school year?

If your employment status is changing soon, there are some important things to know about your benefits.

<b>If you are retiring...</b>	Congratulations on your retirement!  Your coverage will end at the end of the month in which you retire. You will receive a communication from OTIP advising you of the date your coverage has ended or will end.  Once your coverage ends:
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	<ul style="list-style-type: none"> <li>You will no longer be able to access your OTIP secure account or Great-West Life's GroupNet. Consider accessing My Claims (GroupNet) through your OTIP secure account in advance of your coverage ending to submit outstanding claims online and/or to print an explanation of benefits for tax purposes and health and dental claim forms, if required.</li> <li>You will have <b>180 calendar days</b> from the date your coverage ends to submit any claims incurred up to and including your last day of coverage. Please contact Great-West Life at 1-800-957-9777 for more information.</li> <li><b>If you are under 65 years of age</b>, you may be eligible to convert your group life insurance to an individual policy without having to provide evidence of good health or undergo a medical exam, provided you do so within 31 days of your coverage ending.</li> </ul> <p>To learn more about your options and to convert your group life insurance policy to an individual policy, please contact OTIP Benefits Services at 1-866-783-6847.</p>
<p><b>If you resign your position...</b></p>	<p>If you are resigning your position, your benefits will end at the end of the day of your last day worked.</p> <p>For example, if your last day worked is June 28, and you are not retiring, your benefits will end as of midnight on June 28.</p>
<p><b>If you are laid off ...</b></p> <p>This information applies to you if your board has provided notice that you are being laid off or declared redundant.</p>	<p>CUPE members have a 60 calendar-day grace period from the last day worked where you can elect to continue some or all of your benefits coverage at the same level of funding as when you were actively employed, while you are on a recall or layoff status. You will receive a communication from OTIP to complete your online enrolment to confirm the continuation of your benefits.</p> <p>At 60 calendar days, you may elect to continue some or all of your benefits for up to 22 months while you remain on recall status. You would be responsible for 100% of the benefit costs.</p> <p>Please call OTIP Benefits Services at 1-866-783-6847 if you have questions specific to your plan, work status, eligibility and benefit options.</p>



<p><b>If you are a 10-month employee...</b></p>	<p><b>10-month employees</b> who have a scheduled school break layoff for July and August will continue to receive benefits coverage over the summer months at the same level of funding as when actively at work.</p>
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Questions? You can call OTIP Benefits Services at 1-866-783-6847.