

## State Continuation

- For companies with less than 20 total employees.
- Any employee or dependent who has been on your plan for 3 months or more is eligible
- The person on state continuation pays 100% of the premium with a check made payable to your company. They will stay on your billing statement.
- Terminate employee from ALL coverage's by faxing the appropriate form(s) to Midwest **IMMEDIATELY**-the insurance company may not term them if they have used their insurance card after the term date.
- Send a **CERTIFIED** letter to the employee's last known address; you need to keep proof this has been done **WITHIN 10 DAYS OF THE TERMINATION**. You are not responsible if they do not reply.
- If they elect to continue, please fax the appropriate form to Midwest. We do not need a copy of the returned letter that is to be kept for your records.

### YOUR LETTER MUST STATE

1. Name and address of your company (on letterhead) and the date sent.
2. Termination date of employee/dependent(s).
3. Coverage has a 12-month maximum duration.
4. Only the health insurance can be continued.
5. Date premiums are due and the exact amount of monthly cost (health only), check is made payable to your company.
6. They have 10 days to respond if they want to continue coverage.

Please be advised that this is solely an outline of suggestions and should be reviewed by the employer. Employees should be referred to their policy booklets for a more detailed explanation.