

Portability and Conversion: Understanding your Options

- **What options do I have with Life Insurance when I separate employment or retire?**

There are two options under which you can continue your coverage — Portability and Conversion. Neither Option is available on Accidental Death and Dismemberment coverage.

Portability allows you and your dependents to continue your Group Life insurance with MetLife. You will receive an Election of Portable Coverage form from your HRG/Benefits Coordinator. You have 31 days from the date on the election form to complete and return the form to MetLife. Coverage will take effect 32 days after your group coverage ends. If you apply for portability, preferred portable rates are available for you and your spouse with Evidence of Insurability (EOI).

Conversion allows you convert your Group Life insurance to an Individual Whole Life insurance policy. You will receive a Notice of Conversion form from your HRG/Benefits Coordinator. You have 31 days from the date your coverage ends to elect to convert your coverage. Conversion rates are based on your age at the time you convert.

- **Will I have to answer medical questions?**

Portability – No. However, medical questions must be answered to apply for **Preferred Life Rates** (lower preferred rates).

Conversion – No.

- **Will the rates be different from the rates I paid while I was working?**

Portability – Rates are based on your current age and differ from the rates you paid while employed. Employee or Spouse can apply for Preferred Life (lower preferred rates) premium rates by answering medical questions. If not approved, Employee and Spouse can still participate in portable coverage at the Non-Preferred (higher) premium rates.

Conversion – Rates for Conversion are based on your age at the time you convert your coverage and remain level throughout the life of the policy.

- **As an HRG or Benefits Coordinator, what is my responsibility at the time an employee separates employment or retires?**

Your office is responsible for providing the [Conversion and Portability Letter](#) outlining options to each employee who separates employment or retires. You must provide this within 31 days of coverage termination date. The section outlined for the recordkeeper must be completed and given to the employee prior to them contacting MetLife since MetLife does not house individual eligibility information.

- **Where can I find the applications and any additional information regarding Portability and Conversion options for Group Life insurance?**

The [MetLife Brochure for Portability and Conversion](#), MetLife [Portability Application](#) and [Conversion Notice/application](#), and additional information can be found on the State Group Life Insurance website located [here](#) or by going to <https://extranet.personnel.ky.gov/Pages/LifeInsurance.aspx>.

*MetLife has arranged for specially trained third-party professionals to help explain your options since MetLife cannot provide individual guidance. To reach the Transition Solutions Call Center, who can assign you to a Barnum Advisor and provide more detailed Conversion or Portability information, call 877-275-6387. Reference group number 235782. For **general** information about portability, call MetLife at 888-252-3607. **Both options require the employer portion of the application to be completed upon separation from employment.***