

Transitional Participation Coverage Enrollment

Use this form to continue Benefits Plan Participation when you are temporarily unemployed and actively seeking church service; enrolled for full-time, church-related, post-graduate studies; or subject to a disciplinary process. Please refer to the Continuing Coverage at Termination of Eligible Service packet for more information. **Your initial payment and appropriate written verification must accompany this change form to activate coverage.** The transitional participation basis is not available to participants in the Affiliated Benefits Program.

Please note: Benefits continuation on the transitional participation coverage is available for up to 24 months for ministers of the Word and Sacrament and graduated seminary students, and available for up to 12 months for lay members.

For more information, please call the Board of Pensions at 800-773-7752 (800-PRESPLAN) or email us at memberservices@pensions.org.

Verification Requirements

For lay members, the church or employing organization must provide written verification that the member is unemployed and actively seeking other Presbyterian Church (U.S.A.)-related service.

For ordained minister members, graduated seminary students, post graduates, and ministers under discipline, the member's presbytery must provide written verification that the member is unemployed and include the reason for unemployment (i.e., the member is seeking a call, is a full-time student, or is currently under discipline).

A Member Information

Name _____ SSN _____ Birth Date (mm/dd/yyyy) _____
Home Address _____
City _____ State _____ Zip _____
Daytime phone () _____ Cell phone () _____ Home phone () _____

Check all that apply:

Ordained minister member Lay member My spouse is also a member of the Plan as a result of his/her employment

Check status under which you will be continuing Plan participation:

Temporarily unemployed or graduated from seminary and seeking church service
 Post-graduate studies. Expected graduation date (mm/dd/yyyy) _____

School name _____ Location _____

Subject to a disciplinary process leading to leave from employment or unemployment

B Benefits

You may only continue benefits in effect on the date your employer-paid benefits ended. You may not continue Retirement Savings Plan contributions, supplemental disability, and dental participation when not employed in eligible church service.

Check each benefit that you wish to continue:

Core Benefits

Pension Medical Death and Disability

Optional Benefit

Supplemental Death Benefits - may be continued as long as core Death and Disability is continued. (check all that apply)
 Member Spouse Dependent

Supplemental Death Benefit dues must be continued during a gap in service of 90 days or less in order to continue coverage into the new service.

C Participation Basis

Select a salary participation basis for core benefits selected in section B. Dues are billed monthly in advance as a percentage of the basis you select, subject to minimums and maximums that change annually. The salary basis selected is used for medical benefits determination and/or pension, death and disability participation levels, and the accrual of pension credits. If no selection is made, dues will be based on the current minimum(s).

- Current minimum(s), see dues schedule.
- Last effective salary according to Board records subject to the current minimums and maximums.

If you elect supplemental death benefits, you will be billed in advance at applicable subscription costs effective the day after your termination of eligible service. See Dues Schedule. This charge may change at the beginning of each year.

D Authorization

Please read this section carefully before signing.

I understand that:

- **my transitional participation coverage will not be activated until receipt of the initial payment and authorization from the presbytery or employing organization is received by the Board of Pensions.**

To cover my initial payment and to activate my coverage, I am remitting \$_____ with this form.

- the transitional participation coverage is for currently protected members who are:
 - actively seeking church service following termination of eligible service.
 - enrolled for full-time, church-related, post graduate studies.
 - subject to a disciplinary process which resulted in unemployment.
 - graduated seminary student members who are seeking church service.

Please note: members who have unpaid balances from a prior period on self-paid status are not eligible for the transitional participation coverage.

- the Board of Pensions must receive required verification from the presbytery or employing organization to initiate and continue extending eligibility for my transitional participation coverage.
- I am eligible to subscribe for Medical Continuation following the transitional participation coverage if I am enrolled in Medical, but I am not eligible to go on the transitional participation basis after I subscribe for Medical Continuation.
- I can drop any or all coverage upon written notification **in advance** of the requested termination date. Otherwise my coverage will terminate on the date the written notification is received.
- I am not eligible to resume participation on the transitional participation coverage if I elect to drop this coverage for any reason before my eligibility period expires (24 months for ministers and graduated seminary student members and 12 months for lay members and commissioned lay pastors).
- I will be billed in advance for the coverage(s) selected.
- my monthly payment must accompany this change form. The Board will not verify eligibility, activate or reimburse expenses for medical services until monthly payment is received.
- coverage will be suspended if I do not pay my dues in full by the due date and the Board will terminate coverage with no opportunity for reinstatement if two consecutive payments are missed.

I confirm the accuracy of the information I have provided on this form and have read this authorization section before signing it.

Member Signature *(required)*

Date *(mm/dd/yyyy)*

Please mail or FAX this completed form to:

The Board of Pensions of the Presbyterian Church (U.S.A.)
2000 Market Street, Philadelphia, PA 19103-3298
800-773-7752 (800-PRESPLAN) FAX: 215-587-6215
Pensions.org