MID-ATLANTIC
POLICY AND PROCEDURE

TOPIC	NUMBER	TITLE
Benefits	**Section B**	**Termination of Insurance**
EFFECTIVE DATE	**REVISION DATES**	**REVIEW DATE**
January 1, 2012		

AUTHORIZED SIGNATURES : Mark Calabria _____ Samuel Perone, Business Manager _____

Louis Moffa _____ Jennifer Niceta, Payroll _____

Termination of Insurance

The termination of the benefit package which includes health, dental, prescription and life insurance will be processed in the following manner:

1) The Director will submit to the Finance office the "Employee Verification Form (see attached) for each Mid-Atlantic employee who is terminated or resigns. The date of the termination or resignation effective date will serve as the "Date of Separation."

2) The Finance office will submit to our broker a termination form and all insurance will cease upon the date of separation.

3) Our broker will issue COBRA continuation paperwork within two weeks of notification to the terminated employee.