



Planned Companies

Assistance for Laid Off Workers During
COVID-19 Health Crisis

March 2020

Prepared for Planned HR

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Benefit Plans – Medical, Dental, Vision

If you were enrolled with the Company's benefit plans, please note the following:

- 1. For medical, dental and vision**, your coverage ends on the last day of the month following your termination date
 - For example: If your termination date is April 7th, your coverage will end on April 30th
 - You and/or your covered dependents may elect to continue health care coverage under **COBRA**. You will receive a COBRA notice in the mail with an election form and instructions on how you and/or your covered dependents can elect COBRA.
 - This notice will be sent from PrimePay, the Company's COBRA administrator. Should you need to contact PrimePay with questions on continuing this coverage, you may contact them directly by calling 1-855-892-6272.
 - **IMPORTANT:** Make sure your home address and contact information is current with HR.



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Benefit Plans – All other benefits and 401K

2. For all other benefits, your coverage ends on your termination date.

- If you are enrolled in the Term Life, Accident, or Hospital Indemnity Insurance plans through Guardian Life Insurance Company of America, you may elect to continue coverage as these policies are portable.
- You may contact the Conversion Unit at Guardian directly by calling 1-800-433-5982, extension 5696. Please note the Group Long Term Disability plan is not portable.

3. If you are enrolled in the 401(k)-retirement plan, please contact TransAmerica directly by calling 1-800-755-5801 with any questions or concerns regarding the rollover of your 401(k) account.



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Other Healthcare Options

The following are free or low-cost health options that you may qualify for:

- 1. NJ Family Care** – provides free or low-cost healthcare to NJ residents who qualify based on household income
 - <http://www.njfamilycare.org/> or call 1-800-701-0710 (Mon,Thu: 8am-8pm; Tues,Wed,Fri 8am-5pm)
- 2. GetCoveredNYC** – provides assistance to NY residents with getting enrolled in programs such as Medicaid, Child Health Plus and more
 - <https://www1.nyc.gov/nyc-resources/get-covered.page>
- 3. Medicaid and CHIP Coverage** – provides free or low-cost health coverage to low-income households
 - <https://www.healthcare.gov/glossary/medicaid/> and enter your state



Planned Companies Benefit Contact List

Benefit Contact List

Medical	Cigna	Customer Service: 1-800-244-6224
Dental, Vision, Accident, Hospital Indemnity, Term Life Insurance	Guardian	Customer Response Unit: 1-800-627-4200
401 (k)	TransAmerica	Customer Service: 1-800-755-5801
COBRA Benefits	PrimePay	Customer Service: 1-855-892-6272
Health Insurance Broker	United Benefit Solutions (UBS)	Patty Hayward: 516-766-2682 Ext 113
Planned Benefit Coordinator (Bi-lingual)	Planned Companies	Liseth Montecinos: lmontecinos@plannedcompanies.com or 973-240-0286

Questions? Email askhr@plannedcompanies.com for assistance.



Planned Companies Unemployment Insurance

Unemployment Insurance – unemployment insurance programs provide unemployment benefits to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements. To get started:

1. Go to: <https://www.dol.gov/general/topic/unemployment-insurance> and select “state’s unemployment insurance program”

How Do I Apply?

To receive unemployment insurance benefits, you need to file a claim with the unemployment insurance program in the state where you worked. Depending on the state, claims may be filed in person, by telephone, or online.

- You should contact your [state’s unemployment insurance program](#) as soon as possible after becoming unemployed.
- Generally, you should file your claim with the state where you worked. If you worked in a state other than the one where you now live or if you worked in multiple states, the state unemployment insurance agency where you now live can provide information about how to file your claim with other states.

Spanish assistance is available

2. Enter your state to be directed to your state’s program

The screenshot shows the 'Unemployment Benefits Finder' website. At the top, there is a search bar with 'New Search' and a 'New Search' button. Below the search bar, there is a 'Your Search' section with 'Location' set to 'New York'. To the right, there is a 'Find More Local Help' section with links for 'American Job Centers', 'Employment and Training Programs', and 'Apprenticeship Office Finder'. On the right side of the page, there is a 'Location' dropdown menu set to 'New York' and a 'Search' button. Below the search bar, there is a section for 'New York Unemployment Insurance Program' with a link for 'General Information about the Unemployment Insurance Program' and a link for 'To file a UI claim online:'. A red arrow points from the 'New York' dropdown menu to the 'Search' button.

Questions? Email askhr@plannedcompanies.com for assistance.



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Additional Resources

1. For a **verification of employment or termination letter**, please contact HR at askHR@plannedcompanies.com.
2. For a **letter of reference**, please contact your manager.
3. New jobs are posted daily to our **Careers website** – apply directly here:
 - <https://www.plannedcompanies.com/careers/>
4. Use our **Text Recruit system** – text the word Planned to 97211 to apply via text and chat with a recruiter.
5. To get in touch with another member of the Planned Team, you can always call our **main number 973-739-0080** and asked to be directed.
6. For additional information and resources, please visit the **Planned Companies COVID-19 Associate Resource** page on our website:
 - <https://www.plannedcompanies.com/associates-covid19/>

