



Date: February 21, 2020

To: Employees Separating Employment, Post 2019-2020 School Year

From: David Johnson, Interim Chief Financial Officer *DJ*
 Cynthia Rincón, Chief Legal Officer & Interim Chief Human Capital Management *CR*

Subject: Final Check

Thank you for serving the Fort Worth ISD students and staff. Please be aware that employees separating employment at the end of the 2019-2020 school year will be paid off at the end of the month of the last day of employment if they have completed and submitted to Human Capital Management (HCM) a Resignation Form-100 prior to the 15th of that same month. If the employee was scheduled to work less than 240 days, the employee will receive multiple deposits in the month of separation (e.g., if an employee separates in June, three payments will be received in June for normal earnings payments traditionally received in June, July, and August). Because multiple payments will be issued, the employee will be taxed on the normal monthly taxable income.

For benefits, the employee can expect:

Health Coverage:

- For the health coverage through TRS ActiveCare to continue through July 2020 or August 2020, the employee will need to complete the Request for Continuation of TRS-ActiveCare Health Plan Coverage form, at the Benefits Office by the 6th day of the month of separation.
- If this form is not completed in the Benefits Office, the employee's health coverage will end at the end of the month of the last working day or separation date, whichever is later.

All Other Benefits:

- All other benefits will end at the end of the month of the last working day or separation date, whichever is later.

Dental Coverage	Life Coverage
Vision Coverage	Dependent Life Coverage
Disability Coverage	Long Term Care Coverage
Cancer Coverage	Flexible Medical Spending Account
Health Savings Account	Flexible Dependent Care Spending Account
MASA Medical Transport	

Flexible Spending Accounts:

- Employees may request reimbursement for qualified expenses incurred up to the separation effective date. Employees have 90 days from the separation effective date to submit receipts for reimbursement for qualified expenses.

Department Questions: Payroll 817-814-2180 Benefits 817-814-2240

If you need assistance or have any other questions regarding separation of your employment, please feel free to call Human Capital Management at 817-814-2740. Thank you for your service and dedication to the students and staff of the Fort Worth ISD.