



---

## Benefits When You Leave MATRIX

Dear Former MATRIX Teammate,

I hope your experience with MATRIX was productive and enjoyable. Because you are no longer on our payroll, we have assembled this packet for you to better understand how your MATRIX benefit coverage will be affected by your permanent or temporary separation from our Company. If you were enrolled as an active employee in any of the benefit plans on the date of your termination, you may be able to continue the coverage. Please read the enclosed information, and feel free to contact us if you have any questions.

- **MEDICAL/DENTAL INSURANCE:** If you were enrolled in the Medical/Vision or Dental Plans, coverage will remain in effect until the last day of the month in which your active, full-time employment ends. If you are rehired at MATRIX **within ninety (90) days** of your termination date, you may re-enter these plans with the same coverage you had previously on the date of your rehire, and the normal waiting period will be waived.
- **COBRA:** You will receive COBRA information from Discovery Benefits within 30 days of your termination date. If you elect to continue your Medical/Vision or Dental coverage under COBRA, you must notify Discovery Benefits **within sixty (60) days** from the date of your qualifying COBRA event, or the date of your notification letter, whichever is later. The cost of the COBRA premium is 102% of the total group policy premium.

If you do not receive your COBRA enrollment information from Discovery Benefits within 30 days of your termination date, please contact them at 866- 451-3399. You may also enroll for COBRA online, through their [website](#).

Once your account has been set up, you may pay your COBRA premiums online, review your payment and account history.

- **BASIC LIFE INSURANCE:** If you enrolled in the Life Insurance Plan, coverage will remain in effect through your last day with MATRIX. The Life Insurance Plan does have a conversion option if you were actively at work on the date your employment ended. You must complete an application and apply for these options **within 31 days** of your coverage termination. To obtain an application, please contact Prudential at 800-778-3827. Please note: Conversion policies do not contain the same features nor the same rates.
- **OPTIONAL LIFE INSURANCE:** If you enrolled in the Optional Life Plan, coverage will remain in effect until the last day of your full-time employment. This Plan is portable and may be taken with you once your employment ends. If you are

interested in porting your coverage, you must complete an application and apply for these options **within 31 days** of your coverage termination. To obtain an application, please contact Prudential at 800-778-3827.

- **401(k):** If you were enrolled in the MATRIX Resources, Inc. 401(k) Plan and would like to take a [distribution](#) of your funds, please contact T. Rowe Price at 888-445-4226 to initiate a paperless distribution. You may rollover your account to an IRA or into your future employer's plan (if your future plan allows). Please [click here](#) to view your options. **Please note, a \$20 per quarter termed participant fee will be applied to your account on the first of the quarter following two-full quarters after termination from MATRIX.** Terminated participants with a balance less than \$1,000 will be automatically distributed within 60 (sixty) days.
- **HSA:** If you participated in the Aetna HSA, you may continue to hold your funds in the HSA as long as you wish (fees apply for maintaining your balance once your employment ends). If you would like to close your Aetna HSA or move your funds to a new HSA, please call Aetna at 800-364-2386.
- **FSAs:** These plans will terminate on the day in which your full-time employment ends. You may submit claims for eligible expenses incurred through your last day of employment only. You have 90 days following your termination from MATRIX to submit claims incurred while you were participating. For questions about your account, please call CBIZ at 800-815-3023.
- **VOLUNTARY SHORT-TERM DISABILITY POLICIES:** If you were enrolled in the Colonial Plan, your coverage will **terminate thirty-one (31) days** following your full-time employment termination date. The Prudential Disability Plan ends at midnight on your last day of employment and is not portable.

The Colonial Plan is portable. If you would like to exercise your portability option, please contact Colonial Life Insurance at 770-649-1407 **within thirty (30) days** of your full-time employment termination date.

- **OPTIONAL LONG-TERM DISABILITY:** If you were enrolled in the UNUM or Mass Mutual Long-Term Disability Plans, you may port this coverage by calling UNUM or Mass Mutual within 30 days of your separation date. You may continue the same premium cost, but will have the option to be billed monthly or have your bank account automatically charged. Your coverage will remain in force until your payments cease. If you were enrolled in the Prudential Disability Plan, this coverage will end at midnight on your last day of employment and is not portable. If interested, please call UNUM at 770-392-3217, or Mass Mutual at 800-767-1000 (press 3, and then 3 again).
- **OPTIONAL LONG-TERM CARE:** If you elected Long-Term Care coverage and would like to continue the policy after you leave MATRIX, you should contact John Hancock



at 800-482-0022 within thirty (30) days of your MATRIX termination date and request that you be direct billed for your policy going forward.

If you do not contact John Hancock and you stop submitting your insurance premiums, your coverage will end at the end of the month in which you terminate employment.

- **OPTIONAL PRE-PAID LEGAL AND/OR IDENTITY THEFT PROTECTION:** If you elected the Pre-Paid Legal and/or Identity Theft protection coverage and would like to continue the policy after you leave MATRIX, you should contact Dean Young at 404-805-5558 **within thirty (30) days** of your MATRIX termination date.
- **UNEMPLOYMENT BENEFITS:** When your assignment is over with MATRIX, and you are not immediately placed on another assignment, you are eligible to file for unemployment benefits. This should be done through your respective state unemployment office. In many states, you will be able to file online; in other states, you will need to file in person at the local office in your area. You will be asked to provide your dates of employment, name of employer (MATRIX Resources, Inc.) and the reason your employment ended. Once your claim is filed, MATRIX will be notified to respond to your claim and verify the information you have provided.

**NOTE:** *When filing a claim, you will not be required to provide documentation from MATRIX indicating that your assignment has ended.*

Under no circumstances does the decision to pay or deny benefits fall to MATRIX. Each state will make its own determination, based on specific state guidelines and the facts as presented by both the claimant (you) and the former employer (MATRIX).

Should you have any questions on the above information, please feel free to contact the MATRIX Benefits Department at 800-382-5533. We wish you much luck in your career endeavors.

Sincerely,

**Susanne Baskin**  
Benefits Manager  
MATRIX Resources, Inc.