

# **NRECA Group Term Life and AD&D Insurance Plan**

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SUMMARY PLAN DESCRIPTION  
(BENEFITS BOOKLET)

ASSOCIATED ELECTRIC CO-OP  
01-26073-001

EFFECTIVE DATE: January 1, 2026



## Introduction

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### Summary Plan Description

This summary plan description (SPD), also known as the *Benefits Booklet*, describes the benefits provided to Participants by the National Rural Electric Cooperative Association (NRECA) Group Term Life and Accidental Death & Dismemberment Insurance (the Plan).

### Your Responsibilities

You are responsible for reading the SPD and related Plan materials distributed by NRECA or by your Employer, such as premium contribution notices, summary of material modifications, and Employer benefits eligibility rules, completely and complying with the rules and Plan provisions described herein.

While reading this SPD, be aware that:

- The Plan is provided as a benefit to persons who are eligible to participate, as defined in the *Eligibility and Participation Information* chapter. Plan participation is not a guarantee or contract of employment with NRECA or with member cooperatives. Plan benefits depend on continued eligibility; and
- Frequently used and Plan-specific terms are capitalized and defined in *Appendix A: Key Terms*.

In case of a conflict between this SPD (or any information provided) and the official Plan document, the official Plan document governs.

**For California Residents:** Review this summary plan description carefully. If you are age 65 or older on your effective date, under California law (Cal. Ins. Code §786 effective July 1, 2015) you may return this summary plan description to your cooperative's benefits administrator within 30 days of the date you receive it and he or she will refund any premium you paid. In this case, the summary plan description will be considered to never have been issued. If you are age 60 or older and paid more than one month's premium at enrollment, you will receive a prorated premium refund if you cancel within 30 days of the date you receive this document.

The benefits of the policy providing your coverage are governed primarily by the law of a state other than Florida.

The group insurance policy providing coverage under this certificate was issued in a jurisdiction other than Maryland and may not provide all the benefits required by Maryland law.

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## Plan Information

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### Plan Name

The NRECA Group Term Life and Accidental Death & Dismemberment Insurance plan, which is a component plan of the NRECA Group Benefits Program.

Plan Number: 501  
Plan Type: Group Term Life and Accidental Death & Dismemberment Insurance  
Year End: December 31  
Plan Effective Date: January 1, 2026

### Underwritten By

Metropolitan Life Insurance Company  
501 U.S. Highway 22  
P.O. Box 6891  
Bridgewater, NJ 08807

### Plan Administration

Except where pre-empted by ERISA or other U.S. laws, the Plan's validity and any other provisions will be determined under the laws of the Commonwealth of Virginia. The Plan administration type is sponsor administration. Plan records are kept on a calendar-year basis.

### Named Fiduciary

The named fiduciary of the NRECA Group Benefits Program (Program) is the Insurance and Financial Services Committee (I&FS Committee) of the NRECA Board of Directors (Board), whose members are appointed by the President of the Board from members of the Board. The I&FS Committee has both the central fiduciary responsibility for the Program, and is vested with the discretion to select providers for the Program, including the Plan Administrator, investment managers, and trustee. It is charged with management of the Program and the NRECA Group Benefits Trust. The I&FS Committee delegates authority to various entities and individuals to carry out required plan operations and then actively monitors its delegates to help ensure compliance with complex federal laws and regulations governing employee benefit plans.

### Plan Sponsor

National Rural Electric Cooperative Association  
4301 Wilson Boulevard, Mailstop IFS7-355  
Arlington, VA 22203-1860  
Plan Sponsor Employer Identification Number: 53-0116145

### Plan Administrator

Senior Vice-President, Insurance and Financial Services  
National Rural Electric Cooperative Association  
4301 Wilson Boulevard, Mailstop IFS7-355  
Arlington, VA 22203-1860  
703.907.5500

The Insurance and Financial Services department of the National Rural Electric Cooperative Association (NRECA) performs the general administrative duties. The names of persons who have the decision-making responsibilities are on file at the NRECA Insurance and Financial Services department.

In addition to the Senior Vice-President of the Insurance and Financial Services department, the person listed below has certain administration responsibilities for your Employer:

Benefits Administrator  
ASSOCIATED ELECTRIC CO-OP  
2814 South Golden  
Springfield, MO 65807

### **Agent for Service of Legal Process**

Senior Vice-President, Insurance and Financial Services  
National Rural Electric Cooperative Association  
4301 Wilson Boulevard, Mailstop IFS7-355  
Arlington, VA 22203-1860

The agent for service of process receives all legal notices on behalf of the Plan Sponsor regarding claims or suits filed with respect to the Plans.

In addition to the agent for service of legal process, service may also be made upon the Plan Trustee.

### **Plan Trustee**

State Street Bank and Trust Company  
1200 Crown Colony Drive, 5th Floor  
Quincy, MA 02169

### **Claim Adjudicator**

Metropolitan Life Insurance Company  
Group Life Claims  
P.O. Box 6100  
Scranton, PA 18505-6100

# Chapter 1: Contact Information

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For Information About	Contact
<b>Claims for benefits</b>	<b>MetLife</b> Group Life Claims P.O. Box 6100 Scranton, PA 18505 800.638.6420
<b>General benefit questions</b> <ul style="list-style-type: none"><li>• Eligibility</li><li>• Enrollment</li><li>• When coverage begins or ends</li><li>• Cost of coverage</li><li>• Changing your Beneficiary</li></ul>	<b>Benefits Administrator</b> ASSOCIATED ELECTRIC CO-OP 2814 South Golden Springfield, MO 65807
<b>Eligibility appeals</b>	<b>NRECA Appeals Administrator</b> Attn: Senior Life Insurance Product Advisor 4301 Wilson Boulevard, Mailstop IFS7-333 Arlington, VA 22203
<b>Voluntary final appeals</b>	<b>NRECA Appeals Committee</b> Attn: Senior Vice-President, Insurance and Financial Services 4301 Wilson Boulevard, Mailstop IFS7-333 Arlington, VA 22203

## Chapter 2: Group Term Life and AD&D Plan Highlights

This chapter is a summary of the insurance benefits provided under the Plan's Life Insurance and Accidental Death and Dismemberment (AD&D) provisions. For a full description of all Plan benefits and exclusions, see the *Your Benefits During a Leave of Absence* and *Term Life Benefits* chapters.

The Plan's maximum Life Insurance benefit is **eight times salary** (a combination of Basic Life Insurance and Supplemental Life Insurance). The Plan's maximum AD&D benefit is **eight times salary** (a combination of Basic AD&D Insurance and Supplemental AD&D Insurance).

You and your Spouse and Child will be insured only for the benefits:

- For which you and your Spouse and Child become and remain eligible;
- That you elect, if subject to election; and
- That are currently in effect.

### Basic Life Insurance Benefit Highlights

Your Basic Life Insurance coverage automatically comes with a matching amount of AD&D Insurance coverage.

Benefit Level	Coverage	Who Pays
3 x Salary	Life Insurance benefit equal to three times your Base Annual Earnings	Employer

Maximum Basic Life Insurance Benefit	\$1,500,000
Accelerated Benefit Option	Up to 80% of your Basic Life Insurance amount not to exceed \$500,000

### Supplemental Life Insurance Benefit Highlights

Benefit Level	Coverage	Who Pays
1x salary	Life insurance benefit equal to your Base Annual Earnings	Employee
2x salary	Life Insurance benefit equal to twice your Base Annual Earnings	Employee
3x salary	Life Insurance benefit equal to three times your Base Annual Earnings	Employee

Benefit Level	Coverage	Who Pays
<b>4x salary</b>	Life Insurance benefit equal to four times your Base Annual Earnings	Employee
<b>5x salary</b>	Life Insurance benefit equal to five times your Base Annual Earnings	Employee

Maximum Supplemental Life Insurance Benefit	\$1,500,000
Non-medical Issue Amount	Up to 2 times your Base Annual Earnings
Accelerated Benefit Option	Up to 80% of your Supplemental Life Insurance amount not to exceed \$500,000

### Basic AD&D Insurance Benefit Highlights

Full Amount for Basic AD&D Insurance Benefit	Is equal to your Basic Life Insurance benefit amount
Maximum AD&D Insurance Benefit	\$1,500,000
Common Disaster Benefit	None
Hospital Confinement	Yes

### Schedule of Covered Losses for Basic AD&D Insurance

All amounts listed are percentages of the full Basic AD&D Insurance coverage amount.

Event	Coverage
<b>Loss of life</b>	100%
<b>Loss of a hand</b> permanently severed at or above the wrist but below the elbow	50%
<b>Loss of a foot</b> permanently severed at or above the ankle but below the knee	50%
<b>Loss of an arm</b> permanently severed at or above the elbow	75%
<b>Loss of a leg permanently</b> severed at or above the knee	75%

Event	Coverage
<p><b>Loss of sight in one eye</b>  This means permanent and uncorrectable loss of sight in the eye. Visual acuity must be 20/200 or worse in the eye or the field of vision must be less than 20 degrees.</p>	50%
<p><b>Loss of any combination of hand, foot, or sight of one eye, as defined above</b></p>	100%
<p><b>Loss of the thumb and index finger of the same hand</b>  This means that the thumb and index finger are permanently severed through or above the third joint from the tip of the index finger and the second joint from the tip of the thumb.</p>	25%
<p><b>Loss of speech and loss of hearing</b>  This means the entire and irrecoverable loss of speech that continues for six consecutive months following the accidental injury and means the entire and irrecoverable loss of hearing in both ears that continues for six consecutive months following the accidental injury.</p>	100%
<p><b>Loss of speech or loss of hearing</b>  This means the entire and irrecoverable loss of speech that continues for six consecutive months following the accidental injury and means the entire or irrecoverable loss of hearing in both ears that continues for six consecutive months following the accidental injury.</p>	50%
<p><b>Paralysis<sup>1</sup> of both arms and both legs</b></p>	100%
<p><b>Paralysis<sup>1</sup> of both arms or both legs</b></p>	50%
<p><b>Paralysis<sup>1</sup> of the arm and leg on either side of the body</b></p>	50%
<p><b>Paralysis<sup>1</sup> of one arm or leg</b></p>	25%
<p><b>Brain Damage</b>  This means permanent and irreversible physical damage to the brain causing the complete inability to perform all the substantial and material functions and activities normal to everyday life. Such damage must manifest itself within 30 calendar days of the accidental injury, require a hospitalization of at least five calendar days, and persist for 12 consecutive months after the date of the accidental injury.</p>	100%

Event	Coverage
<p><b>Coma</b> This means a state of deep and total unconsciousness from which the comatose person cannot be aroused. Such state must begin within 30 calendar days of the accidental injury and continue for seven consecutive calendar days.</p>	<p>1% monthly beginning on the 7th calendar day of the Coma for the duration of the Coma to a maximum of 60 months</p>
<p><b>Third-degree Burn</b> A percentage of the Full Amount equal to the percentage of body surface suffering third-degree burn.</p>	<p>Overall Maximum</p>

<sup>1</sup>Paralysis means loss of use of a limb, without severance. A Physician must determine the paralysis to be permanent, complete, and irreversible.

## Additional Basic AD&D Insurance Coverage Features

All amounts listed are percentages of the full Basic AD&D Insurance coverage amount.

Benefit <sup>2</sup>	Amount	Benefit Minimum	Benefit Maximum
<b>Seat Belt Use</b>	10% of Full Amount	\$1,000	\$25,000
<b>Air Bag Use</b>	5% of Full Amount	\$1,000	\$10,000
<b>Child Care</b>	Annual charges up to \$5,000 per year for Children under age 12	\$1,000	12% of Full Amount (overall maximum)
<b>Child Education</b>	Annual charges up to \$10,000 per Child per year for up to four years	\$1,000	20% of the Full Amount (overall maximum)
<b>Spouse Education</b>	Annual charge up to \$5,000 for one academic year	\$1,000	3% of the Full Amount (overall maximum)
<b>Common Carrier</b>	100% of the Full Amount	N/A	N/A
<b>Rehabilitative Physical Therapy</b>	Actual charges for up to 10% of the Full Amount	N/A	\$25,000
<b>Hospital Confinement</b>	1% of Full Amount	N/A	\$2,500

Benefit <sup>2</sup>	Amount	Benefit Minimum	Benefit Maximum
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<sup>2</sup>Specific requirements for these additional benefits are described in the *Additional AD&D Insurance Features* section of the *AD&D Insurance Benefits* chapter.

## Supplemental AD&D Insurance Benefit Highlights

Benefit Level	Coverage	Who Pays
<b>1x salary</b>	AD&D benefit equal to your Base Annual Earnings	Employee
<b>2x salary</b>	AD&D benefit equal to two times your Base Annual Earnings	Employee
<b>3x salary</b>	AD&D benefit equal to three times your Base Annual Earnings	Employee
<b>4x salary</b>	AD&D benefit equal to four times your Base Annual Earnings	Employee
<b>5x salary</b>	AD&D benefit equal to five times your Base Annual Earnings	Employee

Maximum Supplemental AD&D Insurance Benefit	\$1,500,000
Common Disaster Benefit	Yes (to be eligible for this benefit, your Spouse must be a covered dependent under the AD&D Family option)

For additional benefits provided by this Plan's Supplemental AD&D Insurance Coverage, see the *Additional Basic AD&D Coverage Features* section in this chapter. The Schedule of Covered Losses appears in the earlier *Basic AD&D Insurance Benefit Highlights* section.

## Life Insurance Benefits for Your Child and Spouse Highlights

Benefit Level <sup>3</sup>	Coverage	Who Pays
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Benefit Level <sup>3</sup>	Coverage	Who Pays
<b>\$10,000</b>	Flat amount Life Insurance benefit for your Child. Same premium whether you cover one Child or multiple Children. All eligible children will be covered for the same elected amount.	Employee
<b>\$20,000</b>	Flat amount Life Insurance benefit for your Child. Same premium whether you cover one Child or multiple Children. All eligible children will be covered for the same elected amount.	Employee
<b>\$10,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$10,000.	Employee
<b>\$25,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$25,000.	Employee
<b>\$50,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$50,000.	Employee
<b>\$75,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$75,000.	Employee
<b>\$100,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$100,000.	Employee
<b>\$150,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$150,000.	Employee
<b>\$200,000</b>	Flat amount Life Insurance benefit for your Spouse. Your Basic Life Insurance benefit must equal at least \$200,000.	Employee

Benefit Level <sup>3</sup>	Coverage	Who Pays
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<sup>3</sup>Your Spouse's benefit level cannot be higher than your Basic Life and Supplemental Life benefit levels combined.

Coverage	Benefit Level
Spouse Life Accelerated Benefit Option	Up to 80% of your Spouse Life Insurance amount not to exceed \$160,000
Non-medical Issue Limit for Spouse Life Insurance	Up to \$25,000
Child Life Accelerated Benefit Option	Up to 80% of your Child Life Insurance amount not to exceed \$16,000
Non-medical for each of your Children	Up to \$20,000

## AD&D Insurance Benefits for Your Spouse and Child Highlights

The Full Amount for Family AD&D Insurance coverage is a percentage of the employee's full amount and based on the family unit at time of loss. Also see the schedule of covered losses in the *Basic AD&D Insurance Coverage Highlights* section earlier in this chapter. *AD&D Insurance Benefits* for your Spouse and Child are subject to the exclusions listed in the *Exclusions* section of the *AD&D Insurance Benefits* chapter.

Benefit Level	Coverage	Who Pays
Spouse and Child(ren)	An amount equal to a) 40% for your Spouse, and b) 10% for each Child of your Supplemental AD&D Insurance coverage	Employee
Spouse only	An amount equal to 50% of your Supplemental AD&D Insurance coverage	
Child only	An amount equal to 15% for each Child of your Supplemental AD&D Insurance coverage	

## Reduction in Insurance at Age 70

If you are **age 70 or older** on your effective date of participation, your Basic Life and AD&D benefits will be **limited** to the percentage shown in the table below and will continue to reduce thereafter to the percentages shown below based on your age.

If you are **under age 70** on your effective date of participation, your Basic Life and AD&D benefits will be **reduced** to the percentage shown in the table below on the first day of the month following the date you attain age 70 and will continue to reduce thereafter based on your age.

Your Age	Percentage
70 through 74	60% of your current volume
75 through 79	40% of your current volume
80 and older	26% of your current volume

On and after age 70, your Basic Life and AD&D benefits are reduced on the first of the month following your attainment of the ages above. If your birthday is on the first of the month, your benefits reduce on the first day of the month following your birthday month. Your Base Annual Earnings are used to calculate your Basic Life and AD&D benefits after age 70. Any pay increases you receive after age 70 will be included when the Plan calculates your benefit.

If you experienced a reduction in Basic Life and AD&D benefits **prior to January 1, 2018**, your reduced benefits will be based on your Base Annual Earnings at age 70, and any pay increases you receive(d) after age 70 will be **excluded** when the Plan calculates your volume unless a plan change is made by your employer.

If, before January 1, 2018, you experienced age-based reduction(s) to your Supplemental Life, Supplemental AD&D, and Spouse Life coverage, those reductions will remain in effect with no future reductions unless there is a Plan change. Once a Plan change occurs, previous reductions for these Plans will be removed and coverage will be based on current salary and coverage volume.

**Example prior to January 1, 2018:** Bridget had Base Annual Earnings of \$25,000 when she reached age 70, at which time her Basic Life and AD&D benefits were reduced. The next year her pay increased to \$27,000. Her Basic Life and AD&D benefits continued and will continue to be based on the \$25,000 salary she had when she turned age 70.

Age 70 Basic Life (salary of \$25,000) volume = 60% of \$25,000, or \$15,000

Age 71 Basic Life (salary of \$27,000) volume = 60% of \$25,000, or \$15,000

**Example after January 1, 2018:** Mike had Base Annual Earnings of \$45,000 when he reached age 70, at which time his Basic Life and AD&D benefits were reduced. The next year, Mike's salary increased to \$57,000. His Basic Life and AD&D benefits reduction at age 71 will then be based on his new (higher) salary of \$57,000.

Age 70 Basic Life (salary of \$45,000) volume = 60% of \$45,000, or \$27,000

Age 71 Basic Life (salary of \$57,000) volume = 60% of \$57,000, or \$34,200

**Example after January 1, 2018 with a Plan change:** Mike has Spouse life coverage of \$75,000 which was reduced in 2016 to \$45,000 due to age. During annual enrollment he makes a plan change to \$50,000, the full amount of \$50,000 will be available with no future reductions.

## Chapter 3: Eligibility and Participation Information

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### Eligibility to Participate

#### Eligible Class(es)

All Employees who are Actively at Work Full-time at the Employer are eligible for the Plan if elected by your Employer. If you are enrolled under this Plan as a Director, you are not eligible under this Plan as an Employee (see the section in this chapter titled *If You Become a Director*).

To be considered eligible for participation, you must be:

In a covered job classification, and

- Must have completed the Eligibility Waiting Period described in the *Eligibility Waiting Period* subsection of this chapter or have worked at another rural electric cooperative (co-op) within the past six months and satisfied the waiting period there; and
- Must have worked at least 1,000 hours for your Employer as an active Employee during your first 12 months of employment.

A co-op means, below:

- Your Employer;
- Any member co-op of NRECA (even if the co-op doesn't participate in NRECA plans);
- An Employer that is an affiliate of a member co-op;
- An Employer that has since become a member co-op of NRECA; or
- An Employer that has since merged with, been consolidated with, or been liquidated into a current member co-op of NRECA.

#### Ineligible Class(es)

The following Employee classifications are not eligible for coverage:

For the **Basic Life** Insurance benefit, Employees with the following job classifications (or titles) are **not** eligible for coverage:

- Intern (including student intern, work-study student)
- Other: Leased Workers, Student Workers and Employee Grades 19 and above are excluded.

For the **Supplemental Life** Insurance benefit, Employees with the following job classifications (or titles) are **not** eligible for coverage:

- Intern (including student intern, work-study student)
- Other: Leased Workers, Student Workers and Employee Grades 19 and above are excluded.

For the **Spouse Life** Insurance benefit, Employees with the following job classifications (or titles) are **not** eligible for coverage:

- Intern (including student intern, work-study student)
- Other: Leased Workers, Student Workers and Employee Grades 19 and above are excluded.

For the **Child Life** Insurance benefit, Employees with the following job classifications (or titles) are **not** eligible for coverage:

- Intern (including student intern, work-study student)
- Other: Leased Workers, Student Workers and Employee Grades 19 and above are excluded.

For the **Supplemental AD&D** Insurance benefit, Employees with the following job classifications (or titles) are **not** eligible for coverage:

- Intern (including student intern, work-study student)
- Other: Leased Workers, Student Workers and Employee Grades 19 and above are excluded.

## Date You Are Eligible For Insurance

You are eligible only for the insurance available for your eligible class as shown in the *Group Term Life and AD&D Plan Highlights* chapter.

You will become eligible for insurance described in this SPD on the later of:

- Your Employer's effective date; or
- The day after the date you complete the Eligibility Waiting Period applicable to you.

## Eligibility Waiting Period

The Eligibility Waiting Period is the period of continuous membership in an eligible class that you must complete before becoming eligible for insurance. This period begins on the date you enter an eligible class and ends on the date you complete the period(s) specified.

## Your Plan's Eligibility Waiting Period is:

No Waiting Period is required by this Plan.

If you contribute any portion of the premium for coverage, you may enroll in insurance coverage by enrolling in benefits with your Employer using their enrollment process or completing and returning the *NRECA Employee Worksheet* form to your benefits administrator within **31 calendar days** of satisfying your Employer's Eligibility Waiting Period. The form is available from your benefits administrator.

## If You Become a Director or Retire

If you become a Director, you may choose to enroll in either the Director Life and AD&D Insurance Plan, the Director AD&D Only Insurance Plan, or both, provided your Employer participates in such plans and you are eligible to participate in them.

If you enroll in the Director Life and AD&D Insurance Plan, coverage under this Plan will end. If you choose the Director AD&D Only Insurance Plan, you may continue Basic Life Insurance coverage under this Plan as an Employee.

**Note:** If you enroll in the NRECA Director Life and AD&D Insurance Plan, or the Retired Life Plan, you will not be eligible for coverage under this Plan.

See your benefits administrator if you have questions about how coverage works when you become a Director.

## When Employee and Spouse Both Work for Cooperatives

If you and your Spouse both work for cooperatives that participate in the NRECA Group Term Life and AD&D Insurance Plan, then the following Group Term Life and AD&D Insurance Plan coverage is allowable, provided each Employee is separately eligible for coverage:

- Employee and Spouse may be enrolled separately in Basic Life Insurance coverage as individual Employees.
- Employee and Spouse may be enrolled separately in Supplemental Life and Supplemental AD&D Insurance coverage as individual Employees.
- Employee and Spouse may each elect the Family AD&D Insurance coverage option for their Spouse and Child.
- Employee and Spouse may each elect the Spouse Life Insurance coverage option for their Spouse.
- Employee and Spouse may each elect Child Life Insurance coverage for their Child(ren).

## Date Insurance Takes Effect

### Rules for Non-contributory Insurance

When you complete the enrollment process for Non-contributory Insurance, such insurance will take effect on the date you become eligible, provided you are Actively at Work on that date.

If you are not Actively at Work on the date the Non-contributory Insurance would otherwise take effect, the benefit will take effect on the day you resume Active Work.

### Rules for Contributory Insurance

If you request Contributory Insurance **before** the date you become eligible for the life insurance coverage you are requesting, such insurance will take effect as follows:

- If evidence of your insurability is **not required** (see the *Evidence of Insurability* section), such insurance will take effect on the date you become eligible, provided you are Actively at Work on that date. Evidence of your insurability for Basic Life Insurance and AD&D Insurance is not required during your initial enrollment opportunity.
- If evidence of your insurability **is required** and MetLife determines that you are insurable, such insurance will take effect on the date MetLife states in Writing, provided you are Actively at Work on that date. AD&D Insurance does not require evidence of your insurability, but such insurance will not take effect until the day your Basic Life Insurance takes effect.

If you request Contributory Insurance **within 31 calendar days after** the date you become eligible for such insurance, your coverage will take effect as follows:

- Upon enrollment, you are eligible for Supplemental Life Insurance coverage up to 2x your salary without completing a *Statement of Health (SOH)* form.
- If evidence of your insurability is **not required**, the Contributory Insurance benefit will take effect on the later of:
  - The date you become eligible for such insurance; or
  - The date you enroll, provided you are Actively at Work on that date.

- Evidence of your insurability is not required for Basic Life Insurance and AD&D Insurance during your initial enrollment opportunity.
- If evidence of your insurability **is required** and MetLife determines you are insurable, such insurance will take effect on the date MetLife states in Writing, provided you are Actively at Work on that date. AD&D Insurance does not require evidence of your insurability, but such insurance will not take effect until the day your Basic Life Insurance takes effect.

If you request Contributory Insurance (other than Supplemental AD&D Insurance) **more than 31 calendar days after** the date you become eligible for such insurance, you must give evidence of your insurability satisfactory to MetLife. If MetLife determines that you are insurable, such insurance will take effect on the date MetLife states in Writing, if you are Actively at Work on that date.

If you complete the enrollment process for contributory Supplemental AD&D Insurance **more than 31 calendar days after** the date you become eligible for such insurance, your coverage will not take effect until the day your Basic Life Insurance takes effect. Supplemental AD&D Insurance does not require evidence of your insurability.

For more information about evidence of insurability, see the *Evidence of Insurability* section.

### **Spouse and Child Life Insurance Enrollment Process**

If you are eligible for Spouse and Child Life Insurance coverage, you may apply for such insurance by completing an enrollment form for your Spouse and for each Child to be insured. Upon your initial enrollment, your Spouse is eligible for up to \$25,000 in life coverage without providing evidence of insurability. If you enroll your Spouse more than 31 calendar days after you are first eligible, your Spouse must give evidence of insurability satisfactory to MetLife if required to do so. See the *Evidence of Insurability* section for details.

Each Child is eligible for up to \$20,000 of coverage. Evidence of insurability is not required for Child Life Insurance coverage. All eligible children in the family will be covered for the same elected amount.

If you apply for Contributory Insurance, you must also give your Employer Written permission to deduct premiums from your pay for such insurance. Your Employer will notify you how much you will be required to contribute. The Spouse Life Insurance rate is based on the Employee's age on January 1 of the year the requested coverage is to take effect.

On the date the Spouse or Child Life Insurance is scheduled to take effect, the Spouse or Child must not be:

- Confined at home or under a Physician's care;
- Receiving or applying to receive Disability benefits from any source; or
- Hospitalized.

Spouse or Child Life Insurance will take effect on the date such Spouse or Child is no longer:

- Confined at home or under a Physician's care;
- Receiving or applying to receive Disability benefits from any source; or
- Hospitalized.

## Enrollment During Any Subsequent Annual Enrollment Period

During any annual enrollment period as determined by your Employer, you may enroll in insurance for which you, your Spouse, or your Child(ren) are eligible. Or, you may choose a different option than the one in which you, your Spouse, or your Child(ren) are currently enrolled. The insurance you enroll in or the changes to your insurance made during an annual enrollment period will take effect as follows:

- Coverage for which evidence of your insurability **is not required** will take effect on the first day of the calendar year following the annual enrollment period, if you are Actively at Work on that date. Evidence of your insurability for Supplemental AD&D Insurance is not required.
- Coverage for which you **are required** to give evidence of your insurability and for which MetLife determines that you are insurable will take effect on the date MetLife states in Writing, if you are Actively at Work on that date. Supplemental AD&D and Child Life Insurance does not require evidence of your insurability but will not take effect until the day your Basic Life Insurance takes effect.

If you are not Actively at Work on the date an amount of insurance would otherwise take effect, that insurance will take effect on the day you resume Active Work. For a contributory life insurance benefits, you must not only be Actively at Work on the date the insurance benefit is to take effect, but you must also have been Actively at Work for at least 20 hours during the seven calendar days preceding that date.

### Increase in Insurance Coverage

An insurance coverage increase due to a change in eligible Employee class or due to an increase in your earnings will take effect on the date of such change, if you are Actively at Work, on sick leave, on FMLA leave, or on leave with pay when either change occurs.

If, on the date of the change in eligible Employee class or the earnings increase, you are not Actively at Work, on sick leave, on FMLA leave, or on leave with pay, then the insurance coverage increase will take effect on the date you become Actively at Work, on sick leave, on FMLA leave, or on leave with pay.

## Making Changes During the Year and Special Enrollment

If you experience one of the qualifying life events listed below, you may be able to add, change, or drop coverage for yourself or your dependents.

Also, if you decline coverage during your initial enrollment period and later experience one of the events listed here, you may qualify to add coverage for yourself and your eligible dependents. If you experience a qualifying event, you have 31 calendar days from the date of the event to request enrollment or disenrollment. You may enroll new dependents as indicated if they satisfy the requirements for Plan eligibility. Qualifying life events include:

- Marriage;
- Divorce or annulment;
- Birth, adoption, placement for adoption, or court-appointed legal guardianship of your dependent Child;
- Death of your Spouse or dependent Child;

- Loss of or enrollment in other group plan coverage or coverage provided by one of the U.S. armed forces; or
- Changes in your employment status (i.e., part-time to Full-time, completion of an Employer trial work period or waiting period, going on or returning from an Employer-approved leave of absence, going on or returning from long-term disability leave, termination of employment, or retirement) that would make you eligible to participate in the Plan or to make a change to your Plan elections.

**If you use your Employer's IRC Section 125 plan to make premium payments for coverage on a pre-tax basis, the requested election change must be consistent with one of the change-in-status events listed above.** For example, if an employee divorces, the employee may drop coverage for the spouse and stepchildren, if applicable, but not for themselves or other covered dependents. Such coverage, if elected on a timely basis, is effective retroactively to the date of the divorce, marriage, birth, adoption, placement for adoption, or legal guardianship. If you (as an Employee) are not currently enrolled or if your Spouse is not currently enrolled, you may enroll yourself and your Spouse when you enroll a new dependent Child.

If you do not enroll new dependents within **31 calendar days** of the event date, you must wait until the next event in the list above, a change in employment status, or annual enrollment to obtain coverage for the new dependent.

The new enrollment or changes to your insurance resulting from a qualifying event will take effect as follows:

- For any coverage amount for which evidence of your insurability is **not required**, such insurance will take effect the day of the qualifying event, if you are Actively at Work on that date. Evidence of your insurability for Supplemental AD&D Insurance is not required.
- For any coverage amount for which you are required to give evidence of your insurability and MetLife determines that you are insurable, such insurance will take effect on the date MetLife states in Writing, if you are Actively at Work on that date. Supplemental AD&D Insurances does not require evidence of your insurability, but such insurance will not take effect until the day your Basic Life Insurance takes effect.

Contact your benefits administrator if you have questions about qualifying events.

### **Insurance Increases Due to a Qualifying Event**

When you request a coverage increase due to a qualifying event, you must complete a SOH form to request coverage over the Non-medical Issue Amount. The increase will take effect as follows:

- If a SOH is **not required**, the increase will take effect on the date of your request.
- If a SOH (subject to approval from MetLife) **is** required, the increase will take effect the day Written approval is received.

If you are not Actively at Work on the date insurance would otherwise take effect, the insurance change will take effect on the day you resume Active Work. For a Contributory Life Insurance Benefit to take effect, you must be Actively at Work on the date the insurance benefit is to take effect and you must also have been Actively at Work for at least 20 hours during the seven calendar days preceding that date.

## Life Insurance Increase for Your Spouse Due to a Qualifying Event

A request to increase your Spouse's insurance due to a qualifying event will take effect as follows:

- If your Spouse **is required** to give evidence of insurability, the increase will take effect on the date MetLife states in Writing. If MetLife does not approve the SOH or if you do not submit a SOH for your Spouse, the insurance increase for your Spouse will not take effect.
- If your Spouse is required to give evidence of insurability for **a portion** of the insurance increase:
  - The portion of the increase that is **not** subject to evidence of insurability will take effect on the date of your qualifying event.
  - If MetLife approves the SOH, the portion of the increase that **is** subject to evidence of insurability will take effect on the date MetLife states in Writing. If MetLife does not approve the SOH or if you do not submit a SOH for your Spouse, then the insurance increase for your Spouse will not take effect.
  - If your Spouse is **not required** to give evidence of insurability, the increase will take effect on the date of your qualifying event.
- You must be Actively at Work on the date the increase would otherwise take effect. If you are not Actively at Work on that date, then the increase will take effect on the day you resume Active Work.

## Decrease in Insurance Due to a Qualifying Event

If you make a Written application to decrease your (or your Spouse's) insurance, that decrease will take effect on the date of your Qualifying Event.

## Date Your Insurance Ends

Your insurance will end on the earliest of:

- The date the Plan ends;
- The date insurance eligibility ends for your Employee classification;
- The end of the period for which the last premium has been paid for you;
- The date your employment ends. Your employment will end if you cease to be Actively at Work in any eligible Employee classification for your Employer, except as provided in the *When You Become Disabled* section; or
- The date you retire in accordance with the Employer's retirement plan.

If your insurance ends, you can convert or port all or part of your former coverage (see the *Porting or Converting Coverage* chapter for details). In certain cases, your life insurance may be continued if you are Disabled. See the *When You Become Disabled* section for information about the option to continue your coverage while you are Disabled but still employed by your Employer.

## Date Your Spouse's or Child's Insurance Ends

A Spouse's or Child's insurance will end on the earliest of:

- For Spouse or Child Life Insurance, the date all the Plan life insurance ends;

- For Family AD&D Insurance, the date your Plan Supplemental AD&D Insurance ends;
- The date of your death;
- The date the Plan ends;
- The date Plan insurance for your Spouse and Child ends;
- The date insurance for your Spouse and Child ends for your class of employment;
- The date the person ceases to be a Spouse or Child;
- The date your employment ends. Your employment will end if you cease to be Actively at Work in any eligible Employee classification for your Employer, except as provided in the *When You Become Disabled* section;
- The date you retire in accordance with the Employer's retirement plan; or
- The end of the period for which the last premium has been paid for the Spouse or Child Life Insurance or Family AD&D Insurance.

Coverage for your dependent Child will end at 11:59 pm (based on the time zone the Child resides in) on the last day of the month during which he or she becomes 26 years of age.

Refer to the *Porting or Converting Coverage* chapter for information about the option to continue coverage through an individual policy if a Spouse's or Child's life insurance ends.

## **For Mentally or Physically Handicapped Children**

Insurance for a Child may continue past the age limit if the Child is incapable of self-sustaining employment because of a mental or physical handicap. Proof of such handicap must be provided using the *NRECA Statement of Dependency (SOD)* form. An Employee must complete the SOD form when first requesting coverage for an incapacitated dependent adult Child and again during each annual enrollment.

Once approved by NRECA and subject to the *Date Your Spouse's or Child's Insurance Ends* section, insurance will continue:

- While such Child remains incapable of self-sustaining employment because of a mental or physical handicap;
- Provided the SOD form is completed and approved when required; and
- While such Child continues to qualify as a Child, except for the age limit.

## **When You Become Disabled**

### **If Your Disability Occurs Before Normal Retirement Age**

If you become Disabled before your Employer's Normal Retirement Age, you may qualify to continue your Basic Life Insurance, Basic AD&D Insurance, and Supplemental Life Insurance coverage with premiums waived. NRECA will determine whether you qualify for this continuation once Proof is received that you have satisfied all of these conditions:

- You or your benefits administrator submit to NRECA the forms to qualify your Disability;
- You meet the definition of "Disability" or "Disabled";
- You keep your status as an Employee and have not terminated your employment or retired;
- You continue to pay your share of the premiums, if any; and

- Your Employer continues to participate in the NRECA Group Term Life and AD&D Insurance Plan.

If you meet all the above conditions, your premiums for Basic Life Insurance, Basic AD&D Insurance, and Supplemental Life Insurance are waived after six months (180 calendar days) of Disability. This means you do not have to pay your share of the cost of your coverage after the waiver takes effect, which occurs on the first of the month on or after the date that is 180 calendar days from onset date of your Disability. You or your Employer must, however, pay the premiums for life coverage when due for the first six months (180 calendar days) that you are on Disability leave.

During your premium waiver period, the amount of insurance provided will equal the amount in force on your date last worked. Your Base Annual Earnings and life insurance amount in force are frozen on your last day worked and remain at those amounts until you return to work, retire, or terminate your employment.

The premium waiver does not apply to Spouse Life Insurance, Child Life Insurance, Supplemental AD&D Insurance, and Family AD&D Insurance. If you wish to continue any of these coverages, you or your Employer must pay the full premiums until they would otherwise end or until you retire. You may also convert or port this coverage to an individual policy.

As a Disabled Employee, your **life insurance will end:**

- If you do not pay your premium between the date of your Disability and the date your premium waiver takes effect;
- When you are no longer employed by your Employer because you terminated your employment or retired;
- When you reach your Employer's Normal Retirement Age; or
- If your Employer stops participating in the Plan.

As a Disabled Employee, your **waiver of premium will end:**

- When you reach your Employer's Normal Retirement Age;
- If you return to active employment; or
- Your insurance ends (as outlined above).

When your life insurance ends, you will no longer be able to participate in the Basic Life Insurance, Basic AD&D Insurance and Supplemental Life Insurance coverages, and the premium waiver ends. You can convert or port all or part of your former coverage (see the *Porting or Converting Coverage* chapter).

If you retire or reach your Employer's Normal Retirement Age while you are Disabled, you may:

- Enroll in Retired Life Insurance (if offered by your Employer); or
- Convert or port to an individual policy either 1) the amount of coverage not covered by Retired Life Insurance or 2) the Full Amount of your coverage as a Disabled Employee, if you decide not to enroll in Retired Life Insurance. See the *Porting or Converting Coverage* chapter for details.

### **If Your Disability Occurs After Normal Retirement Age**

If you are an active Employee and you become Disabled after your Employer's specified Normal Retirement Age, your Basic Life Insurance, Basic AD&D Insurance, and Supplemental Life Insurance coverage will continue for 180 calendar days (six months) after the onset date of your Disability. Your coverage is also subject to:

- Any benefit reductions if you are over age 70; and
- Your Employer's continued participation in the NRECA Group Term Life and AD&D Insurance Plan.

After such 180-day period, the Basic Life Insurance, Basic AD&D Insurance, and Supplemental Life Insurance coverage you had as an Employee, subject to any benefit reductions, will end.

You may:

- Enroll in Retired Life Insurance if offered by your Employer; and
- Convert or port the Full Amount of your coverage as an active Employee to an individual life insurance policy (see the *Porting or Converting Coverage* chapter).

## For Family and Medical Leave

Certain leaves of absence may qualify under the Family and Medical Leave Act of 1993 (FMLA) for continuation of insurance. Please contact your Employer for information about FMLA.

## Employees Who Cease Active Work

Your Employer may elect to continue insurance by paying premiums for Employees who cease Active Work in an eligible class for any of the reasons specified below:

- If you cease Active Work due to injury or sickness, contact your Employer to determine if your insurance can be continued and for how long;
- If you cease Active Work due to part-time work, contact your Employer to determine if your insurance can be continued and for how long;
- If you cease Active Work due to a strike, contact your Employer to determine if your insurance can be continued and for how long;
- For Basic Life Insurance, if you cease Active Work due to any other Employer-approved leave of absence, contact your Employer to determine if your insurance can be continued and for how long; and
- For Supplemental Life Insurance, Dependent Life Insurance, and Accidental Death and Dismemberment Insurance, if you cease Active Work due to any other Employer-approved leave of absence, contact your Employer to determine if your insurance can be continued and for how long.

The Employer's general practice for Employees in a job class determines which Employees with the above types of absences are to be considered as still insured and for how long among persons in like situations.

At the end of any of the continuation periods listed above, your insurance will be affected as follows:

- If you resume Active Work in an eligible class at this time, you will continue to be insured under the group policy; or
- If you do not resume Active Work in an eligible class, your employment will be considered to end, and your insurance will end in accordance with the date your employment ends. If your insurance ends, your Dependents' insurance will also end in accordance with the date your insurance for your dependents ends.

See your Employer for more information. If your Basic Life insurance ends because you cease Active Work, your Spouse's and Child's insurance will also end.

## Evidence of Insurability

MetLife may require satisfactory evidence of insurability before it will issue coverage. You provide evidence of insurability by filing out a SOH form.

### Evidence of insurability is needed as follows:

- Increase the amount of your Supplemental or Spouse Life Insurance above a Non-medical Issue Amount during your initial eligibility or during a qualified life event. Evidence of your insurability will be required by MetLife within **31 calendar days** of the date of the elected coverage. If such evidence of insurability is not submitted to or accepted by MetLife as satisfactory within 60 calendar days, the amount of life insurance coverage will be limited to the amount previously in force or the Non-medical Issue Amount.
- Increase the amount of any Life Insurance coverage during your Employer's annual enrollment period.
- Evidence of your insurability will be required by MetLife prior to the effective date of the elected coverage. If such evidence of insurability is not submitted to or accepted by MetLife as satisfactory within 60 calendar days, the amount of life insurance coverage will be limited to the amount previously in force.
- Make a late request for life insurance—either 31 calendar days after initial eligibility or 31 calendar days after a qualifying event—in which case you must wait until your Employer's next annual enrollment period or the next qualifying event.

If MetLife requests evidence of insurability due to the circumstances described above, either you or your Spouse (as applicable) must complete a SOH form to determine if you or, your Spouse can be insured by the Plan.

## Chapter 4: Your Benefits During a Leave of Absence

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### General Information

A leave of absence means time away from work, as permitted by your Employer, for reasons such as military duty, family care, disability, or personal needs. **Time away from work does not include time off as a result of disciplinary suspension.**

Depending on the types of leaves your Employer offers, you may remain eligible to participate in this Plan while you are on a leave of absence. How you (or your Employer) pay for your Plan premiums during a leave of absence may vary. **Remember that the specific Plan provisions described in the individual chapters of this SPD continue to govern the administration of benefits during your leave of absence.**

Your leave of absence may be protected under either the **Family and Medical Leave Act (FMLA)** or the **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)**. Specific sections later in this chapter describe each of these leave types in more detail.

If you have questions about your own leave of absence, contact your benefits administrator.

### Compensated and Uncompensated Leave of Absence

Your approved leave of absence may be **compensated** or **uncompensated** based on the sources of income you receive during your leave of absence.

**Compensated** leave means the period of time that you are **not** Actively at Work and you **are** receiving one or more of the following sources of income:

- Base wages (pay) for time worked;
- Accrued, unused paid time off (such as sick leave, vacation leave, or personal leave);
- Holiday pay (including pay for floating or variable holidays);
- Pay by your Employer for other time away from work (e.g., bereavement, community service, general election voting, jury duty, weather closings);
- Short-term disability benefits from your Employer;
- Long-term disability benefits from your Employer;
- Military supplement pay; or
- Salary continuation programs and extended illness benefits.

**Uncompensated** leave means the period of time that you **are not** Actively at Work and **are not** receiving one or more of the income sources listed above.

### Eligibility to Participate During Your Leave of Absence

If your employment continues and you are on an Employer-approved **compensated** leave of absence, eligibility to participate in this Plan generally continues as long as the required applicable premium is paid. Individuals who have elected to receive a lump sum payout under the terms of their long-term disability plan will be deemed to be on a compensated leave of

absence until the date such individual reaches the age that disability benefits would have normally ended under their long-term disability plan.

If you are on an Employer-approved **uncompensated** leave of absence, eligibility to participate in this Plan may continue for up to 90 calendar days as long as the required applicable premium is paid. If you obtain other employment during your uncompensated leave of absence, your eligibility to participate may end before 90 calendar days.

**Note:** If you participate in your Employer's long-term disability (LTD) plan and either you have a claim pending with that plan (an initial claim, a claim for which an appeal is pending, or a claim for which the appeals filing deadline has not expired) or you are waiting for the LTD plan's Benefit Waiting Period to end, then your eligibility to participate in this Plan continues as long as the required premium is paid. If your LTD claim is approved, continued eligibility to participate in this Plan depends on your Employer's policy. If your LTD claim is denied, then your eligibility to participate in this Plan ends on either the date your initial claim is denied or the date your claim is denied on appeal.

## Annual Benefits Enrollment

When you are on a leave of absence and are eligible to continue to participate in this Plan, you may generally make benefit elections (subject to all Plan enrollment provisions) during the annual benefits enrollment period for the upcoming Plan year. Benefits elected during the annual benefits enrollment period and corresponding costs for coverage (subject to late enrollee requirements where applicable) become effective January 1 of the following year. However, if during the annual benefits enrollment period you elect a benefit option with an Actively at Work requirement and then, on the following January 1, you are on a leave of absence, your coverage effective date will be delayed until you return to work in a benefits-eligible position.

## Paying for Benefits During Your Leave of Absence

You or your Employer must make the required premium payments for your benefit coverage while you are on a leave of absence. If your benefits coverage terminates due to nonpayment of premiums, reinstatement or re-enrollment options will vary when you return to work in a benefits-eligible position immediately following your leave. See the *Returning from a Leave of Absence* section below for details.

## Returning from a Leave of Absence

If your premiums were paid while you were on a leave of absence and you return to work in a benefits-eligible position immediately afterward, then your benefit elections will continue on your return.

If you return to work immediately following the end of your approved leave, you are eligible to re-enroll in this Plan. Your coverage is effective on the date you return to work. For additional information, contact your benefits administrator or see the *Making Changes During the Year and Special Enrollment* section in the *Eligibility and Participation Information* chapter.

Different requirements may apply when you return from a leave of absence that is protected under FMLA or USERRA. For additional information, see the sections in this chapter about FMLA and USERRA.

## If You Terminate Employment While on a Leave of Absence

If your employment ends either during or at the end of your leave of absence and your benefits coverage was not terminated during the leave, you or your Employer must make any required premium payments that did not occur. If you do not pay for all elected benefit coverages by the due date, your coverage will end on your last day worked.

## Workers' Compensation

Your period of workers' compensation may be either compensated (paid) or uncompensated (unpaid), depending on whether you receive income from any source listed in the *Compensated and Uncompensated Leave of Absence* section in this chapter. If you receive one of these income types, then you are eligible to continue your benefits until your compensated leave ends. If your workers' compensation is considered an uncompensated leave, your coverage may continue for up to 90 days from your last day worked.

## Family and Medical Leave Act (FMLA)

### Basic Leave Entitlement

FMLA requires covered Employers to provide up to 12 weeks of unpaid, job-protected leave to eligible Employees. The following leaves of absence are protected under FMLA:

- Incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the Employee's child after birth or placement for adoption or foster care;
- To care for the Employee's spouse, son, daughter, or parent who has a serious health condition; or
- A serious health condition that makes the Employee unable to perform his or her job.

If your leave is protected under FMLA, then until you return to work your Employer will continue to maintain your benefits if you elect to continue coverage and make the required premiums. If you do not choose to continue coverage during your FMLA leave, when you return to work your Employer will reinstate your coverage to the extent required by FMLA.

### Military Family Leave Entitlements

Eligible Employees whose spouse, son, daughter, or parent is on (or called to) covered active duty may use their 12-week FMLA entitlement for certain related purposes. Examples include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Under FMLA, eligible Employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- A current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible Employee takes FMLA

leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

For specific information about your co-op's benefits during an FMLA-covered leave, contact your benefits administrator.

## **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Under USERRA, if you begin an authorized military leave of absence to serve on active duty in 1) the U.S. Armed Forces or 2) the National Guard of a state that is called to federal service, you have certain employment and Employee benefit rights during and after your duty.

**Note:** This Plan's accidental death and dismemberment provisions will not pay benefits for any loss caused by or contributed to by either war whether declared or undeclared or act of war, insurrection, rebellion, or active participation in a riot.

### **Military Leave of 31 or Fewer Days**

There is no impact to this Plan's benefits coverage for you or your covered dependents.

### **Military Leave Longer than 31 Days**

Your Plan coverage can continue through the first 24 months of an approved military leave to the extent required by USERRA, as long as you do not voluntarily drop coverage and continue to pay your portion of the premiums.

You may drop your Plan coverage when you begin military leave. Coverage stops if you stop paying your contributions or portion of the premiums or if you cancel coverage, as allowed under USERRA. The change in coverage will generally be effective the date your military leave begins.

If you drop your coverage when you start military leave, or if your coverage lapses or terminates due to nonpayment, and you later return to work in a benefits-eligible position within the applicable job reinstatement period, then your coverage and contributions can be reinstated to the extent required by USERRA. Coverage is effective upon your reemployment. If you do not reinstate your coverage within 31 days of your reemployment, then you may not re-enroll until the next annual enrollment period, unless you have an applicable special enrollment right, life event, or employment event.

For specific information about your co-op's benefits and premium requirements during military leave, contact your benefits administrator.

## Chapter 5: Term Life Benefits

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### Basic and Supplemental Life Insurance Benefit Calculations

To determine your coverage under a salary multiple plan, your Base Annual Earnings are rounded up to the next \$1,000 and the result is multiplied by the Plan's selected salary multiplier (e.g., 1x, 2x, or 3x salary). For example, if your annual base salary is \$44,200 and your Plan provides 2x Basic Life Insurance, then your salary would be rounded up to \$45,000 and your benefit would be \$90,000 of Basic Life and \$90,000 of Basic AD&D.

### Benefit Payment

In the event of your death, your Beneficiary receives a benefit equal to a multiple of your actual Base Annual Earnings in effect at the time of your death. At the time of the claim, MetLife will offer the Beneficiary(ies) the option to pay the claim either by check or by establishing a Total Control Account (TCA).

A TCA is an interest-bearing account, established by MetLife from which your Beneficiary may immediately access the entire amount of the insurance proceeds. MetLife pays interest on the balance in the TCA at a guaranteed minimum rate starting on the date the TCA is established. Thereafter, your Beneficiary can access the TCA balance at any time without charge or penalty by Writing drafts from the TCA for \$250 or more or by withdrawing the entire benefit immediately from the TCA, if desired. Note that the TCA is not a bank account and is not a checking, savings, or money market account.

### Additional Basic and Supplemental Life Insurance Coverage Features

#### MetLife Will Preparation Benefit

You are eligible to use your MetLife Will Preparation benefit (which is provided by participating MetLife Legal Plan attorneys) once your Basic Life Insurance benefit becomes effective. When you use the MetLife Legal Plan's network, the Will Preparation benefit fully covers the following legal fees:

- Telephone and office consultations to discuss the preparation or updating of your will or your Spouse's will;
- Preparation of the will(s);
- Updating of the will(s);
- Preparation of codicils; and
- Documents such as living wills, powers of attorney.

There is no limit to the number of wills or updates to your will(s) or your Spouse's will(s) that are covered under this benefit.

The following services are **not** covered under this Will Preparation benefit:

- Tax planning;
- Non-attorney fees; and

- A living trust, which is a trust that takes effect during a person's lifetime.

You may use an attorney outside of the MetLife Legal Plans' network and be reimbursed up to \$150 (for an Employee) and \$200 (for an Employee and Spouse) for attorneys' fees for preparation of your will(s). Further information is available through MetLife Legal Plans. Program details and contact information can be obtained from your benefits administrator or by visiting the Employee Benefits website. Go to cooperative.com > My Benefits. Click on **Life & Disability** (at the top of the page) and then click on **Will Preparation**.

### **MetLife Estate Resolution Services**

Your Beneficiary will automatically be eligible to use the Estate Resolution Services provided by participating MetLife Legal Plans attorneys, once your Basic Life Insurance benefit becomes effective MetLife and after your death.

Estate Resolution Services are available to your Beneficiary and cover the following probate services when your Beneficiary contacts the MetLife Legal Plan's network:

- Telephone and office consultations to discuss matters related to probating your estate;
- Preparation of documents related to probating your estate;
- Representation at court proceedings related to probating your estate;
- Completion of correspondence necessary to transfer probate assets (insurance policies, joint; bank accounts, stock accounts and property); and
- Associated tax filings related to probating your estate.

Your Beneficiary may use an attorney outside of the MetLife Legal Plans' network and receive reimbursement of a pre-determined amount for attorneys' fees for Estate Resolution Services. Further information is available through MetLife Legal Plans. Program details and contact information can be obtained from your benefits administrator or by visiting the Employee Benefits website. Go to cooperative.com > My Benefits. Click on **Life & Disability** (at the top of the page) and then click on **Estate Planning**.

### **Grief Counseling Services**

MetLife offers grief counseling services, through access to a work/life counselor, for Employees and their dependents to help cope with a loss or major life change. They can assist you on making informed decisions as it pertains to a loss and assist you by giving you a level of support you need at your own pace. Support is available not just for a loss due to death, but also for divorce, job loss, financial hardship, Terminal Illness, or the loss of a pet. Simply call a dedicated 24-hour toll-free number to speak with a licensed professional experienced in helping individuals who have suffered a loss. Sessions can take place either in person or by phone. Individuals can have up to five grief counseling sessions per loss. The counselor will also help those who need further assistance to find services appropriate to their situation, preferences, finances, and health insurance coverage.

### **Funeral Planning Services to Help Cope with Loss**

MetLife offers a range of funeral planning services that include planning for a loss, support following a loss, and help finding closure. These services are designed to help you and your Family:

- Locate funeral homes in your area;
- Obtain funeral cost estimates from providers in your area, then compare cost information, services offered, and funeral planning options;

- Identify other service providers, such as florists, caterers, and hotels;
- Locate back-up care for Children or the elderly;
- Locate cemetery options and information about monument types;
- Identify monument and headstone vendors; and
- Locate Social Security and Veterans Affairs offices.

Specialists can also provide information about important tasks such as notifying the Social Security Administration, banks, and utilities.

### **Help Is Just a Phone Call Away**

To contact a professional grief counselor or to access funeral planning services, call 888.319.7819 or go to [metlifegc.lifeworks.com](http://metlifegc.lifeworks.com). Use the online username “metlifeassist,” and the password “support.”

### **Term Life Insurance Benefit Reductions**

Certain insurance benefits under this Plan are subject to benefit reductions starting at age 70. For details about how this Plan feature works, see the *Reduction in Insurance at Age 70* section in the *Group Term Life and AD&D Plan Highlights* chapter.

### **Term Life Insurance Exclusions**

There are no exclusions for benefit payments under the group term life insurance plans.

## Chapter 6: AD&D Insurance Benefits

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If you, your Spouse, or your Child sustain an accidental injury that is the direct and sole cause of a covered loss described in the *Group Term Life and AD&D Plan Highlights* chapter, Proof of the accidental injury and covered loss must be sent to MetLife. When MetLife receives such Proof, it will review the claim and, if MetLife approves it, it will pay the insurance in effect on the date of the injury.

**Direct and Sole Cause** means that the covered loss occurred within 12 months of the date of the accidental injury and was a direct result of the accidental injury, independent of other causes.

MetLife will deem a loss to be the direct result of an accidental injury if it results from unavoidable exposure to the elements and such exposure was a direct result of an accident.

### Presumption of Death

You (or your Spouse or Child) will be presumed to have died as a result of an accidental injury if:

- The aircraft or other vehicle in which you, your Spouse, or your Child were traveling disappears, sinks, or is wrecked; and
- The body of the person who disappeared is not found within **one** year of:
  - The date the aircraft or other vehicle was scheduled to have arrived at its destination, if the person was traveling in an aircraft or other vehicle operated by a Common Carrier; or
  - The date the person is reported missing to the authorities, if that person was traveling in any other aircraft or vehicle.

### Benefit Payment

For the loss of your life, MetLife will pay the AD&D Insurance benefits to your Beneficiary. For any other loss sustained by you, your Spouse, or your Child, MetLife will pay the AD&D Insurance benefits to you. If you, your Spouse, or your Child sustain more than one covered loss due to an accidental injury, MetLife will pay no more than the Full Amount of AD&D Insurance coverage described in the *Plan Highlights* chapter on behalf of any such injured person. MetLife will pay AD&D Insurance benefits in one sum. Other payment forms may be available upon request. For details call MetLife's toll-free number at 800.638.6420.

#### If Your Base Annual Pay is More Than \$360,000

Due to the compensation limit imposed by the Internal Revenue Code, effective January 1, 1994, no more than \$360,000 of Base Annual Earnings (in 2026 and until such time as the annual limit is again adjusted by the IRS for inflation) may be considered when the Plan calculates your AD&D Insurance benefit.

However, a separate administrative arrangement has been established with MetLife to provide benefits to the extent an employee's salary exceeds the \$360,000 (in 2026 and until such time as the annual limit is again adjusted by the IRS for inflation) compensation limit. This arrangement ensures that the employee will receive one check for the full amount of your benefit.

## Total Control Account

If the benefit amount payable to you or your Beneficiary is \$5,000 or more, MetLife will offer you or your Beneficiary(ies) the option to receive payment of the claim either by check or by establishing a Total Control Account (TCA). A TCA is an optional settlement method used to pay claims in full. The TCA is an interest-bearing account that provides you or your Beneficiary with immediate access to the entire amount of the insurance proceeds.

MetLife pays interest on the balance in the TCA at a guaranteed minimum rate starting on the date the TCA is established. The TCA is not a checking, savings, or money market account. Rather, you or your Beneficiary access the TCA balance at any time without charge or penalty by Writing drafts of \$250 or more (including withdrawing the entire amount of the benefit payment immediately) if desired. Please note that the TCA is not a bank account and is not a checking, savings or money market account.

## Additional AD&D Insurance Features

The features in this section apply to all AD&D Insurance described in this SPD, except as otherwise stated in specific subsections.

### Seat Belt Use Benefit

If you, your Spouse, or Child die(s) as a result of an accidental injury, MetLife will pay this additional Seat Belt use benefit if:

- MetLife pays an AD&D Insurance benefit for loss of life;
- This AD&D Insurance benefit is in effect on the date of the injury; and
- MetLife receives Proof that the deceased person:
  - Was in an accident while driving or riding as a passenger in a Passenger Car;
  - Was wearing a Seat Belt that was properly fastened at the time of the accident; and
  - Died as a result of injuries sustained in the accident.

A police officer investigating the accident must certify that the Seat Belt was properly fastened. A copy of such certification must be submitted to MetLife with the claim for benefits.

### Benefit Amount

The Seat Belt use benefit is an additional benefit equal to 10% of your Full Amount of AD&D Insurance (see the *Additional Basic AD&D Insurance Coverage Features* table in the *Group Term Life and AD&D Plan Highlights* chapter). However, MetLife will not pay less than \$1,000 or more than \$25,000 for the Seat Belt use benefit.

### Benefit Payment

For the loss of your life, MetLife will pay benefits to your Beneficiary. For the loss of a Spouse's or Child's life, MetLife will pay benefits to you.

### Air Bag Use Benefit

If you, your Spouse, or Child die(s) as a result of an accidental injury, MetLife will pay this additional benefit if:

- MetLife pays an AD&D Insurance benefit for loss of life;
- This benefit is in effect on the date of the injury; and
- MetLife receives Proof that the deceased person:
  - Was in an accident while driving or riding as a passenger in a Passenger Car equipped with an Air Bag(s);
  - Was riding in a seat protected by an Air Bag;
  - Was wearing a Seat Belt that was properly fastened at the time of the accident; and
  - Died as a result of injuries sustained in the accident.

A police officer investigating the accident must certify that the Seat Belt was properly fastened and that the Passenger Car in which the deceased was traveling was equipped with Air Bags. A copy of such certification must be submitted to MetLife with the claim for benefits.

### **Benefit Amount**

The additional Air Bag use benefit equals 5% of the Full Amount of AD&D Insurance benefits shown in the *Group Term Life and AD&D Plan Highlights* chapter. However, MetLife will not pay less than \$1,000 or more than \$10,000 for the Air Bag use benefit.

### **Benefit Payment**

For loss of your life, MetLife will pay benefits to your Beneficiary. For the loss of a Spouse's or Child's life, MetLife will pay benefits to you.

### **Child Care Benefit**

If you die as a result of an accidental injury, MetLife will pay this additional Child Care benefit if:

- MetLife pays AD&D Insurance for the loss of your life;
- This benefit is in effect on the date of the injury; and
- MetLife receives Proof that:
  - On the date of your death, your Child was enrolled in a Child Care Center; or
  - Within 12 months after the date of your death, your Child was enrolled in a Child Care Center.

### **Benefit Amount**

For each Child who qualifies for the Child Care benefit, MetLife will pay an amount equal to the Child Care Center charges incurred for a period of up to four consecutive years, not to exceed:

- An annual maximum of \$5,000; and
- An overall maximum of 12% of the Full Amount of AD&D Insurance benefits shown in the *Group Term Life and AD&D Plan Highlights* chapter.

MetLife will not pay for Child Care Center charges incurred after the date a Child attains age 12. MetLife may require Proof of the Child's continued enrollment in a Child Care Center during the period for which a benefit is claimed.

### **Benefit Payment**

MetLife will pay this benefit quarterly when MetLife receives Proof that Child Care Center charges have been paid. Payment will be made to the person who pays such charges on behalf of the Child. If this benefit is in effect on the date of your death and there is no Child who could qualify for it, MetLife will pay \$1,000 to your Beneficiary in one sum.

## Child Education Benefit

If you die as a result of an accidental injury, MetLife will pay this additional Child education benefit if:

- MetLife pays an AD&D Insurance benefit for the loss of your life;
- This benefit is in effect on the date of the injury; and
- MetLife receives Proof that, on the date of your death, your Child was:
  - Enrolled as a full-time student in an accredited college, university, or vocational school above the 12<sup>th</sup> grade level; or
  - At the 12<sup>th</sup> grade level and, within one year after the date of your death, enrolls as a full-time student in an accredited college, university, or vocational school.

### Benefit Amount

For each Child who qualifies for the Child education benefit, MetLife will pay an amount equal to the tuition charges incurred for a period of up to four consecutive academic years, not to exceed:

- An academic year maximum of \$10,000; and
- An overall maximum of 20% of the Full Amount shown in the *Group Term Life and AD&D Plan Highlights* chapter. MetLife may require Proof of the Child's continued enrollment as a full-time student during the period for which a benefit is claimed.

### Benefit Payment

MetLife will pay the Child education benefit semi-annually when MetLife receives Proof that tuition charges have been paid. Payment will be made to the person who pays such charges on behalf of the Child. If this benefit is in effect on the date of your death and there is no Child who would qualify for it, MetLife will pay \$1,000 to your Beneficiary in one sum.

## Spouse Education Benefit

If you die as a result of an accidental injury, MetLife will pay this additional Spouse education benefit if:

- MetLife pays an AD&D Insurance benefit for the loss of your life;
- The Spouse education benefit is in effect on the date of the injury; and
- MetLife receives Proof that:
  - On the date of your death, your Spouse was enrolled as a full-time student in an accredited school; or
  - Within 12 months after the date of your death, your Spouse enrolls as a full-time student in an accredited school.

### Benefit Amount

MetLife will pay an amount equal to the tuition charges incurred for a period of up to one academic year, not to exceed:

- An academic year maximum of \$5,000; and
- An overall maximum of 3% of the Full Amount shown in the *Group Term Life and AD&D Plan Highlights* chapter.

MetLife may require Proof of the Spouse's continued enrollment as a full-time student during the period for which a benefit is claimed.

## **Benefit Payment**

MetLife will pay the Spouse education benefit semi-annually when MetLife receives Proof that tuition charges have been paid. Payment will be made to the Spouse. If this benefit is in effect on the date of your death and there is no Spouse who could qualify for it, MetLife will pay \$1,000 to your Beneficiary in one sum.

## **Common Carrier Benefit**

If you or a Spouse or Child dies as a result of an accidental injury, MetLife will pay this additional benefit if:

- MetLife pays an AD&D Insurance benefit for loss of life;
- This benefit is in effect on the date of the injury; and
- MetLife receives Proof that the injury resulting in the deceased's death occurred while traveling in a Common Carrier.

## **Benefit Amount**

The Common Carrier benefit equals the Full Amount of AD&D Insurance benefits shown in the *Group Term Life and AD&D Plan Highlights* chapter.

## **Benefit Payment**

For the loss of your life, MetLife will pay benefits to your Beneficiary. For the loss of your Spouse's or Child's life, MetLife will pay benefits to you.

## **Rehabilitative Physical Therapy Benefit**

Subject to the terms of your AD&D Insurance, MetLife will pay an additional rehabilitative physical therapy benefit to you if:

- MetLife receives Proof that rehabilitative physical therapy has been prescribed within 90 days of the accidental injury by the attending Physician as necessary to treat a physical condition resulting from the accidental injury; and
- This benefit is in effect on the date of the injury.

Such rehabilitative physical therapy must be provided within one year of the prescription by a Physician or therapist licensed to provide the therapy in the jurisdiction where such services are performed.

## **Benefit Amount**

MetLife will pay an amount equal to the least of:

- The actual charges incurred;
- 10% of the Full Amount of AD&D Insurance coverage shown in the *Group Term Life and AD&D Plan Highlights* chapter; or
- \$25,000.

## **Benefit Payment**

MetLife will pay this rehabilitative physical therapy benefit quarterly when MetLife receives Proof that charges for rehabilitative physical therapy have been paid. Payment will be made to you.

## Hospital Confinement Benefit

Subject to the provisions of your AD&D Insurance, MetLife will pay an additional Hospital confinement benefit if:

- MetLife receives Proof that you are confined in a Hospital as a result of an accidental injury that is the direct result of such confinement, independent of other causes; and
- This benefit is in effect on the date of the injury.

### Benefit Amount

MetLife will pay an amount for each full month of Hospital confinement equal to the lesser of:

- 1% of the Full Amount shown in the *Group Term Life and AD&D Plan Highlights* chapter; or
- \$2,500.

MetLife will pay this Hospital confinement benefit on a monthly basis beginning on the 5th calendar day of confinement, for up to 12 months of continuous confinement. A Hospital confinement benefit will be paid on a pro-rata basis for any partial month of confinement. MetLife will pay benefits for only one period of continuous confinement for any accidental injury. That period will be the first period of confinement that qualifies for payment.

### Benefit Payment

Benefit payments will be made monthly to you.

## Common Disaster

If you and your Spouse are injured in the same accident and die within 365 days as a result of injuries in such accident, MetLife will increase the Full Amount of AD&D Insurance benefits it pays for your Spouse's loss of life to equal the Full Amount of AD&D Insurance benefits payable for the loss of your life.

## Third-degree Burns

For a covered loss, this benefit pays a percentage of the Full Amount of Basic AD&D coverage equal to the percentage of body surface that suffered third-degree burns.

## AXA Travel Assistance Program— Through MetLife

### Travel Assistance

Travel Assistance is a valuable benefit provided and administered by AXA Assistance USA, Inc., through an arrangement with MetLife. You are automatically eligible for Travel Assistance services with your MetLife Basic and Accidental Death & Dismemberment coverage. This service offers you and your dependents medical, travel, and concierge services, 24 hours a day, 365 days a year, while traveling internationally or domestically. When you call 800.454.3679, one of 600,000 pre-qualified providers will help you obtain the assistance you need. You can also visit the Travel Assistance website at [www.metlife.com/travelassist](http://www.metlife.com/travelassist).

**Travel and financial services** include:

- General travel information about visa, passport, inoculation requirements, and local customs;
- Telephone interpretation;
- 24-hour pre-departure information (weather, currency, holidays);

- Emergency cash or bail assistance and legal referrals; and
- Lost document and luggage assistance.

**Medical assistance services** include:

- Physician, Hospital, and dental referrals;
- Hospital admission validation;
- Evacuation and repatriation;
- Prescription transfer;
- Transportation to join a patient; and
- Return of mortal remains.

**Identity theft solutions** provides you and your dependents with:

- Education and protection, including the identity theft risk and prevention tool kit and resolution guide; and
- Personal guidance, including filing and obtaining police and credit reports, contacting creditor fraud departments, and taking inventory of lost or stolen items.

You do not have to be traveling to take advantage of the Identity theft solutions benefit; you can access it whether you are home or away.

**Concierge Services Travel Assistance** includes concierge assistance designed to fulfill various travel and entertainment requests as well as arrangements for business-related services.

Concierge services for upcoming and current travel include:

- Restaurant, shopping, hotel, and airline recommendations/reservations;
- Destination transport (e.g., rental car, limousine) information and reservations;
- Destination information;
- Sporting, theater, night life, and event information, recommendations, and information;
- Golf course information, referrals, recommendations, and tee times;
- City calendar and event schedules;
- Private drivers and guides; and
- Driving directions.

You do not have to be traveling to take advantage of the Concierge Services Travel Assistance benefit; you can access it whether you are home or away.

## **Traveling Abroad**

The Mobile Assist Service provides you with information to help you avoid expensive mobile telephone charges when traveling internationally. This service offers a detailed guide that includes essential apps, resources, and helpful hints on using a mobile phone internationally.

## **Travel Assistance Program Exclusions**

The AXA Travel Assistance Program is available for participants in traveling status, participants using Identity theft solutions and Concierge Services Travel Assistance. Whenever a trip exceeds 180 days, the participant is no longer considered to be in traveling status and is therefore no longer eligible for the services. Also, AXA Assistance USA will not evacuate or repatriate participants:

- Without medical authorization;
- With mild lesions, simple injuries such as sprains, simple fractures, or mild sickness that can be treated by local doctors and do not prevent the traveler from continuing his or her trip or returning home; or
- With infections that are under treatment and not yet healed.

Benefits will not be paid for any loss or injury that is caused by or is the result of pregnancy and Childbirth (except for complications of pregnancy) or for mental and nervous disorders (unless Hospitalized). Reimbursements for non-medical services such as hotel, restaurant, taxi expenses, or baggage loss while traveling are not covered. The maximum benefit per person for costs associated with evacuations, repatriations, or the return of mortal remains is \$500,000.

To be eligible for benefits under this program, treatment must be authorized and arranged by AXA Assistance's designated personnel. No claims for reimbursement will be accepted. All services must be provided and arranged by AXA Assistance USA, Inc. Travel Assistance and Identity Theft Solutions services are administered by AXA Assistance USA, Inc. Certain benefits provided under the Travel Assistance program are underwritten by Certain Underwriters at Lloyd's London (not incorporated) through Lloyd's Illinois, Inc. Neither AXA Assistance USA, Inc., nor the Lloyd's entities are affiliated with MetLife, and the services and benefits they provide are separate and apart.

## **AD&D Insurance Benefit Reductions**

For details, see the section in the *Group Term Life and AD&D Plan Highlights Reduction in Insurance at Age 70* chapter.

## **AD&D Insurance Exclusions**

MetLife will not pay AD&D Insurance benefits under this chapter for any loss caused or contributed by:

- Physical or mental illness or infirmity, or the diagnosis or treatment of such illness or infirmity;
- Infection, other than infection occurring in an external accidental wound or from food poisoning;
- Suicide or attempted suicide;
- Intentionally self-inflicted injury;
- Service in the armed forces of any country or international authority. However, service in reserve forces does not constitute service in the armed forces, unless in connection with such reserve service, an individual is on active military duty as determined by the applicable military authority other than weekend or summer training. For purposes of this provision, reserve forces are defined as reserve forces of any branch of the military of the United States or of any other country or international authority, including but not limited to the National Guard of the United States or the national guard of any other country;
- Any incident related to:
  - Travel in an aircraft as a pilot, crew member, or flight student;
  - Travel in an aircraft for the purpose of parachuting or otherwise exiting from such aircraft while it is in flight;

- Parachuting or otherwise exiting from an aircraft while such aircraft is in flight, except for self-preservation;
- Travel in an aircraft or device used:
  - For testing or experimental purposes;
  - By or for any military authority; or
  - For travel or designed for travel beyond the earth's atmosphere;
- Committing or attempting to commit a felony;
- The voluntary use of illegal drugs; the intentional taking of an over-the-counter medication not in accordance with recommended dosage and warning instructions; and intentional misuse of prescription drugs; or
- War, whether declared or undeclared, or act of war, insurrection, rebellion, or active participation in a riot.

## **Intoxication Exclusion**

MetLife will not pay AD&D Insurance benefits under this chapter for any loss if the injured party is intoxicated at the time of the incident and is the operator of a vehicle or other device involved in the accident.

**Intoxicated** means that the injured person's blood alcohol level met or exceeded the level that creates a legal presumption of intoxication under the laws of the jurisdiction in which the incident occurred.

## Chapter 7: Accelerated Benefit Option (ABO)

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### Claims for Accelerated Benefit Option (ABO)

For purposes of this chapter, the term “ABO-eligible life insurance” means your life insurance coverages for which the Accelerated Benefit Option (ABO) is available, as described in the *Group Term Life and AD&D Plan Highlights* chapter. This chapter describes your, your Spouse’s, and your Child’s ABO. This chapter does not apply to your AD&D Insurance coverage.

If a covered participant becomes terminally ill, you or your legal representative may request that MetLife pay ABO-eligible life insurance before your death. This is called an accelerated benefit. The request must be made while ABO-eligible life insurance is in effect. You or your legal representative must contact the Employer to obtain a claim form and information about the accelerated benefit.

“Terminally Ill” or “Terminal Illness” means that, due to injury or sickness, you are expected to die within 12 months. **For residents of Texas only**, “Terminally Ill” or “Terminal Illness” means that, due to injury or sickness, you are expected to die within 24 months.

### Requirements for Payment of an Accelerated Benefit

Subject to the conditions and requirements of this section, MetLife will pay an accelerated benefit to you or your legal representative if:

- The amount of each ABO-eligible life insurance benefit to be accelerated equals or exceeds \$10,000; and
- MetLife has received Proof of Terminal Illness.

MetLife will pay an accelerated benefit for the ABO-eligible life insurance benefit only once.

### Proof of Terminal Illness

MetLife will require the following Proof of Terminal Illness:

- A completed accelerated benefit claim form;
- A Signed Physician’s certification of Terminal Illness; and
- An examination by a Physician of MetLife’s choice, at MetLife’s expense, if MetLife requests it.

When MetLife receives your request to accelerate benefits, MetLife will send you a letter with information about the accelerated benefit payment including the accelerated benefit payment amount and the remaining amount of life insurance after the accelerated benefit is paid. The remaining benefit will be paid to your Beneficiary upon your death.

### Accelerated Benefit Amount

MetLife will pay an accelerated benefit up to the percentage shown in the *Group Term Life and AD&D Plan Highlights* chapter for the ABO-eligible life insurance benefit in effect for you, subject to the following:

- **Maximum Accelerated Benefit Amount.** The maximum amount MetLife will pay for each ABO-eligible life insurance benefit is shown in the *Group Term Life and AD&D Plan Highlights* chapter.
- **Scheduled Reduction of an ABO-eligible Life Insurance Benefit.** If an ABO-eligible life insurance benefit is scheduled to reduce due to age within 12-months after the date you or your legal representative requested an accelerated benefit, MetLife will calculate the accelerated benefit using the amount of such ABO-eligible life insurance that will be in effect immediately after the reduction(s) scheduled for such period.
- **Scheduled End of an ABO-eligible Life Insurance Benefit.** If an ABO-eligible life insurance benefit is scheduled to end within 12 months after the date you or your legal representative request an accelerated benefit, then MetLife will not pay an accelerated benefit for such ABO-eligible life insurance benefit.
- **Previous Conversion of an ABO-eligible Life Insurance Benefit.** MetLife will not pay an accelerated benefit for any ABO-eligible life insurance that you previously converted under the features described in the *Porting or Converting Coverage* chapter.

MetLife will pay the accelerated benefit in one sum unless you or your legal representative select another payment mode.

## Effect of an Accelerated Benefit Payment

**On Your Life Insurance Premium:** After MetLife pays the accelerated benefit, any premium you are required to pay will be based upon the amount of your life insurance remaining after the accelerated benefit is paid.

**On Your Life Insurance at Your Death:** The amount of life insurance that MetLife will pay at your death will be decreased by the amount of the accelerated benefit paid by MetLife.

**On Your Life Insurance at Conversion/Portability:** The amount of life insurance which you are entitled to continue (see the *Porting or Converting Coverage* chapter) will be decreased by the amount of the accelerated benefit paid by MetLife.

**On Your AD&D Insurance Coverage:** Payment of an accelerated benefit will not affect your AD&D Insurance coverage.

## Date Your, Your Spouse's, or Your Child's Option to Accelerate Benefits Ends

The accelerated benefit option will end on the earliest of:

- The date the ABO-eligible life insurance ends;
- The date you or your legal representative have accelerated all ABO-eligible life insurance benefits;
- The date you retire;
- The date you terminate employment; or
- Upon your death.

Refer to the *Porting or Converting Coverage* chapter for information about the option to continue to an individual life insurance policy if your group life insurance ends.

## Chapter 8: Claims and Appeals

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The claims and appeals procedures stated in this chapter are intended to comply with applicable regulations by providing reasonable procedures for filing claims, notifying participants of benefit decisions, and appealing adverse benefit determinations. You must follow these procedures for all claims for benefits arising from this Plan.

Your claim will be processed according to applicable Plan provisions and the guidelines used by MetLife. General contact information for MetLife is listed in the *Contact Information* chapter. Specific contacts for claims and appeals are listed in this chapter.

An issue or dispute solely regarding your eligibility for coverage or participation in the Plan is not considered a claim for benefits and is not governed by the claims and appeals procedures described in this chapter. For more information about eligibility disputes, please refer to the eligibility appeals section of this chapter.

For purposes of this chapter, “you” also includes your Authorized Representative.

### Claims and Appeals Contacts

Type	Reviewer	Address
<b>Authorizing a representative</b>	NRECA Privacy Officer 703.907.6601 703.907.6602 <a href="mailto:privacyofficer@nreca.coop">privacyofficer@nreca.coop</a>	<b>Privacy Officer</b> National Rural Electric Cooperative Association 4301 Wilson Boulevard Arlington, VA 22203-1860
<b>Filing a claim</b>	MetLife	<b>MetLife</b> Group Life Claims P.O. Box 6100 Scranton, PA 18505  <b>Overnight Address:</b> <b>MetLife</b> <b>Group Life Claims</b> 10 E. D. Preate Dr. Moosic, PA 18507
<b>Filing an appeal of an adverse benefit determination</b>	MetLife 800.638.6420	<b>MetLife</b> Group Insurance Claims Review <i>Send to the address of the MetLife office that processed the claim</i>

Type	Reviewer	Address
<b>Filing an eligibility appeal</b>	NRECA Appeals Administrator	<b>NRECA Appeals Administrator</b> Attn: Senior Life Insurance Product Advisor 4301 Wilson Boulevard Mailstop IFS7-333 Arlington, VA 22203
<b>Filing a voluntary final appeal (eligibility)</b>	NRECA Appeals Committee	<b>NRECA Appeals Committee</b> Attn: Senior VP, I&FS 4301 Wilson Boulevard Mailstop IFS7-333 Arlington, VA 22203

## Authorizing a Representative

You or your Beneficiary, as may be applicable, may authorize another individual to speak with MetLife, by giving verbal consent for MetLife to speak with that individual. Any required forms would still need to be Signed by you or your Beneficiary, depending upon the person eligible to receive payment for the claim. Contact the MetLife claims representative for more information.

Your Beneficiary may designate a power of attorney or guardian in Writing. Such documentation will be held on file with MetLife. Contact the MetLife claims representative for instructions.

## Claims

A claim means any request for a plan benefit made in accordance with the procedures described in this chapter. A Claimant must submit a claim for Plan benefits in Writing to the benefits administrator. Ask your benefits administrator if you need help obtaining a claim form.

A claim is considered filed when it is received by MetLife in accordance with these claims procedures. MetLife's time frame to provide you with a determination notice starts when the claim is filed, regardless of whether MetLife has all of the information necessary to decide the claim when it is first filed. If your claim does not include enough information for MetLife to make an initial benefit determination, a Claimant may be asked to supply additional information. If a Claimant does not provide that information within the applicable time, the claim may be denied in whole or in part.

Within this chapter, "Claimant" may mean you, your Beneficiaries, the executor of your estate, or an Authorized Representative. See *Authorizing a Representative* above for specifics about how to authorize a representative.

### Filing a Claim

#### Claims For Accidental Death and Dismemberment Benefits

A Claimant must complete and return the appropriate claim forms to the benefits administrator, within 20 calendar days of the date of a loss (this only applies to AD&D coverage) who will verify

eligibility and the benefits to be claimed, certify the forms, and forward all documents to NRECA. NRECA will then forward the forms to MetLife for processing.

In addition to claim forms, the Claimant may be required to provide additional evidence (e.g., a death certificate or accident report) that establishes the nature and extent of the loss or condition, MetLife’s obligation to pay the claim, and the Claimant’s right to receive payment. Such additional evidence must be provided at the Claimant’s expense. MetLife will request this evidence directly from the Claimant and, in its sole discretion, will determine if the submitted documentation is sufficient.

Upon receipt of all requested documentation, MetLife will determine what benefits are payable. If the claim is approved, the benefit is paid. The normal form of payment is one sum, but other alternative payments are available. For additional information about payment options, contact MetLife.

You may also ask your state’s consumer assistance program or ombudsman for help filing an appeal, if applicable. To determine if your state has such resources:

- See the U.S. Department of Labor (DOL) website at [www.dol.gov/ebsa/](http://www.dol.gov/ebsa/);
- Call the DOL’s Employee Benefits Security Administration (EBSA) at 866.444.EBSA (3272); or
- Write to the EBSA at: Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210.

<b>Claim Submission Timeframe</b>	
<b>Basic Life and Accidental Death and Dismemberment Insurance Benefits</b>	<b>All Benefits Described in this SPD</b>
Send the claim form and Proof (as defined in <i>Appendix A: Key Terms</i> ) to MetLife as soon as reasonably possible after the death of the insured	Send the claim form and Proof to MetLife within <b>90 calendar days</b> of the date of loss.

### **Claim Determinations, Determination Extensions, and Requests for Additional Information**

If you are eligible for benefits, you have properly followed the claims procedure, and benefits are due to you, then MetLife will issue a Written determination within a reasonable period but not later than the time frame listed in the *Claim Review Timeline* table.

<b>Claim Review Timeline</b>	
<b>When you will be notified of a determination</b>	Within a reasonable period, but not later than <b>90 calendar days</b> after claim receipt, unless MetLife requests an extension or additional information

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<b>Determination extension period</b>	MetLife will notify you of any extension up to <b>90 additional calendar days</b> and will explain the reason for the extension and when it will render its decision
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## Contents of the Claim Determination Notice

For all claims, Written notice of any adverse benefit determination will provide:

- The specific reason(s) your claim was denied;
- The specific Plan provisions on which the denial is based; and
- If applicable, a description of any additional information necessary to perfect the claim and an explanation of why such information is necessary.

The notice will also include a description of the Plan review procedures and time limits, including a statement of your right to bring a civil action if your claim is denied after an appeal.

## Appeals

If MetLife denies your claim for Plan benefits, if you believe you should be entitled to a different Benefit Amount, or if you disagree with any determination that has been made regarding your Plan benefits, you or your Authorized Representative may appeal the decision.

### Documentation to Include with Your Appeal Request

The following information applies to all appeal levels. For purposes of this explanation, “reviewer” means:

- MetLife Group Insurance Claims Review (for an **adverse benefit determination** appeal);
- NRECA Appeals Administrator (for **eligibility** appeals); and
- NRECA Appeals Committee (for **voluntary final eligibility** appeals).

Appeals must be submitted in Writing by the filing deadline and must include at least the following information:

- Your name;
- Plan name (i.e., the Group Term Life and Accidental Death & Dismemberment Insurance);
- Reference to the initial decision; and
- An explanation of why you are appealing the decision.

Your appeal may also include any additional Written comments, documents (including additional medical information), records, or other information that supports your request for benefits. The reviewer will conduct a full and fair review of your appeal if you have submitted it by the proper deadline.

### Appealing an Adverse Benefit Determination

Your adverse benefit determination appeal must be filed in Writing with MetLife by the filing deadline. The review period begins when the appeal is received, regardless of whether the reviewer has all the information necessary to decide the appeal. If you want to grant the reviewer more than the stated time to make a determination, you may voluntarily agree to an extension by contacting the reviewer.

## Adverse Benefit Determination Appeal Timeline

<b>Filing deadline</b>	Within <b>60 calendar days</b> of the date you receive MetLife's Written adverse benefit determination
<b>When you will be notified of a determination</b>	Within <b>60 calendar days</b> of the date MetLife receives the appeal unless you are notified by MetLife that an extension or more time is needed to evaluate your appeal before the initial 60-day period is over
<b>Determination extension period (if needed)</b>	One extension period of <b>up to 60 calendar days</b>

To help prepare your appeal, you have the right to request, free of charge, access to and copies of all documents, records, and other information relevant to your initial claim. However, a request for documentation does not extend the time allowed for you to file an appeal.

### Adverse Benefit Determination Appeal Review and Determination

If your appeal is denied, the determination notice will include:

- The specific reason(s) your appeal was denied;
- The specific Plan provision(s) on which the denial is based;
- If applicable, a description of any additional information necessary to perfect the claim and an explanation of why such information is necessary;
- An explanation of your rights under ERISA's claim and appeal rules; and
- An explanation of your right to file a civil action under ERISA within 12 months.

Upon Written request, MetLife will provide you free of charge with copies of documents, records, and other information relevant to your claim.

If your Written benefit appeal is denied, you may voluntarily take part in one more review process called the **voluntary final appeal process for Benefits**. If you do not choose to use the voluntary final appeal process, you may seek legal action.

### Legal Action for Benefit Claims

A legal action on a claim may be brought against MetLife only during a certain period. This period begins 60 calendar days after the date Proof is filed and ends three years after the date such Proof is required.

### Eligibility Appeals

If NRECA denies benefits because you were not eligible to participate in the Plan, you have the right to file a Written eligibility appeal with the NRECA Appeals Administrator (the reviewer). The reviewer has full and discretionary authority to administer and interpret the Plan for all eligibility appeals.

Your eligibility appeal must be filed with the reviewer by the filing deadline (see *Eligibility Appeal Timeline* below). The review period begins when the appeal is received, regardless of whether

the reviewer has all information necessary to decide the appeal. If the reviewer requires more than the stated time to decide your appeal, he or she will send a letter stating an extension time.

<b>Eligibility Appeal Timeline</b>	
<b>Filing deadline</b>	Within <b>60 calendar days</b> of the date you receive the denial notice due to eligibility
<b>When you will be notified of a determination</b>	Within <b>60 calendar days</b> after receipt of the appeal request unless NRECA requests an extension
<b>Determination extension period (if needed)</b>	One period of up to <b>60 calendar days</b>

To help prepare your appeal, you have the right to request, free of charge, access to and copies of all documents, records, and other information relevant to your initial claim. However, requesting documentation does not extend the time allowed for you to file an appeal.

### **Eligibility Appeal Review and Determination**

If your eligibility appeal is denied in whole or in part, your decision notice will include:

- The specific reason(s) your appeal was denied;
- The specific Plan provision(s) on which the denial was based;
- An explanation of your rights under ERISA’s claim and appeal rules;
- Notice of your right to file a civil action under ERISA within 12 months; and
- The procedures you must follow to take part in the voluntary final appeal process and the time limits for such procedures.

### **Voluntary Final Appeal Process for Eligibility**

If you wish to have the NRECA Appeals Committee review your denied appeal, you may follow the voluntary final appeal process for eligibility. Using this process has no effect on your rights to any other benefits under the Group Term Life and Accidental Death & Dismemberment Insurance Plan or on your right to take legal action. Before you submit your voluntary final appeal, you may request additional information about the process by calling NRECA’s Cooperative Benefit Administrators, Inc. (CBA), at 866.673.2299.

You must file a voluntary final appeal with the NRECA Appeals Committee, in Writing, by the filing deadline described in the timeline table below. The review period begins when the appeal is received, regardless of whether the reviewer has all information necessary to decide the appeal. The reviewer may need additional time to complete his or her review and, if so, will notify you of an extension.

<b>Voluntary Final Appeal Process for Eligibility Timeline</b>	
<b>Filing deadline</b>	Within <b>60 calendar days</b> of the date you receive NRECA’s Written denial of your eligibility appeal

<b>When you will be notified of a determination</b>	Within <b>60 calendar days</b> of the date MetLife receives the appeal unless you are notified by MetLife that an extension or more time is needed to evaluate your appeal before the initial 60-day period is over
<b>Determination extension period (if needed)</b>	One extension period of <b>up to 60 calendar days</b>

If your voluntary final appeal is denied in whole or in part, your decision notice will contain:

- The reason(s) why the final appeal was denied;
- The specific Plan provision(s) on which the denial was based;
- An explanation of your rights under ERISA’s claim and appeal rules; and
- A statement of the Claimant’s right, within 12 months, to bring a civil action under ERISA.

## Chapter 9: Porting or Converting Coverage

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If your coverage ends, you may continue all or a part of your Plan benefits through either Conversion or Portability options offered through MetLife. The paragraphs below explain the difference between Portability and Conversion.

### Conversion of Life Insurance

If all or part of your life insurance ends for one of the reasons below, you have the option to buy an individual whole life insurance policy (a new policy) from MetLife during the application period in accordance with the conditions and requirements of this section. Whole life coverage is a set premium that does not increase. This option is only available for life coverage and does not include AD&D coverage. This is called the “option to convert.” Evidence of insurability will **not** be required. However, if you complete a SOH and are approved, your premium costs could be lower.

### When You, Your Spouse, and Your Child Have the Option to Convert

You have the option to convert when:

- Your life insurance ends because:
  - You cease to be in an eligible class of Employees;
  - Your employment ends, including due to retirement;
  - The Plan ends, provided you have been covered by life insurance for at least five continuous years; or
  - The Plan is amended to end life insurance for an eligible class of which you are a member, provided you have been covered by life insurance for at least five continuous years.
- Your life insurance is reduced:
  - On or after the date you attain age 70;
  - Because you change from one eligible class of Employees to another; or
  - Due to a Plan amendment.
- Your Spouse and Child life Insurance ends because:
  - Your Child no longer meets the Plan definition of “Child”;
  - You get divorced;
  - You die; or
  - Your coverage ends.

If you choose not to convert a reduction in the amount of your life insurance that occurred for reasons described above, you will not have the option to convert that amount later. A reduction in the amount of your life insurance resulting from an accelerated benefit payment will not give rise to a right to convert under this section.

### Conversion Application Period

If you choose to convert your life insurance for any of the reasons stated above, MetLife must receive a completed Conversion application form within the application period described below.

If you are given Written notice of the option to convert **within 15 calendar days before or after** the date your life insurance ends or is reduced, the application period begins on the date that such life insurance ends or is reduced and expires 31 calendar days after such date.

If you are given Written notice of the option to convert **more than 15 calendar days after** the date your life insurance ends or is reduced, the application period begins on the date such life insurance ends or is reduced and expires 15 calendar days from the date of such notice. In no event will the application period exceed 91 calendar days from the date your life insurance ends or is reduced.

## Conversion Conditions

The option to convert is subject to these conditions:

- MetLife's receipt within the application period of:
  - Your Written application for the new policy; and
  - The premium due for such new policy;
- The premium rates for the new policy will be based on:
  - MetLife's rates then in use;
  - The form and amount of insurance;
  - Your class of risk; and
  - Your attained age when your life insurance ends;
- The new policy may be on any form then customarily offered by MetLife excluding term insurance;
- The new policy will be issued **without** an AD&D Insurance benefit, a continuation benefit, an accelerated benefit option, a waiver of premium benefit, or any other rider or additional benefit; and
- The new policy will take effect on the 32<sup>nd</sup> day after the date your life insurance ends, regardless of the length of the application period.

## Maximum Amount of the New Policy

If your life insurance ends due to the end of the Plan or the amendment of the Plan to end life insurance for an eligible class of which you are a member, the maximum amount of insurance that you may elect for the new policy is the lesser of:

- The amount of your life insurance that ends under the Plan less the amount of life insurance for which you become eligible under any Plan within 31 calendar days after the date insurance ends under the Plan; or
- \$10,000.

If your life insurance ends for any reason other than Plan termination or amendment, as described above, the maximum amount of insurance that you may elect for the new policy is the amount of your life insurance that ends under the Plan.

## If You Die Within 31 Calendar days After Your Life Insurance Ends

If you die within 31 calendar days after your life insurance ends, Proof of your death must be sent to MetLife. When MetLife receives such Proof with the claim, MetLife will review the claim and, if MetLife approves it, MetLife will pay the Beneficiary the amount of life insurance you were entitled to convert. If you had elected retired life prior to your death but die within 31 calendar days of making the election, the retired life election will be cancelled and will not be

paid to your Beneficiary. You cannot have both Retired and Basic life coverage at the same time.

## Portability of Life and AD&D Insurance

The Portability option allows you to continue the term coverage you currently have for all or a part of your Life and AD&D coverage. Term insurance renews annually, and at that time premiums could increase. If your Portability-eligible insurance or Portability-eligible Spouse or Child insurance ends for any of the reasons listed below, you have the option to continue that insurance under another term life policy, in accordance with the conditions and requirements of this section. This is referred to as porting. Evidence of your insurability will not be required. However, if you complete a SOH and are approved, your premium costs could be lower.

For purposes of this subsection, the term “Portability-eligible insurance” means your life insurance and AD&D Insurance benefits (shown in the *Group Term Life and AD&D Plan Highlights* chapter) for which Portability-eligible insurance is available.

If insurance for your Spouse or Child is in effect, the term “Portability-eligible Spouse or Child insurance” refers to life insurance and AD&D Insurance for your Spouse or Child (shown in the *Group Term Life and AD&D Plan Highlights* chapter) for which the Portability-eligible Spouse or Child insurance is available.

### When Porting Is an Option

Porting may only be exercised by a Written request during the request period specified below.

If you choose not to port, life insurance benefits may instead be converted in accordance with the section titled *Conversion of Life Insurance*. If you choose to neither convert nor port your Life and AD&D Insurance benefits, your coverage ends.

You may choose to port if your Portability-eligible insurance or Portability-eligible Spouse or Child insurance ends because:

- You retire from active service with the Employer;
- Your employment ends for a reason other than retirement;
- You cease to be in a class that is eligible for such insurance;
- The Plan is amended to end the Portability-eligible insurance or Portability-eligible Spouse or Child insurance, unless such insurance is replaced by similar insurance under another group insurance plan issued to the NRECA Group Benefits Program or its successor; or
- This Plan has terminated, unless such insurance is replaced by similar insurance under another group insurance policy issued to the NRECA Group Benefits Program or its successor.

You may choose to port the reduced amount of insurance if your Portability-eligible insurance is reduced due to:

- Your age; or
- An amendment to the Plan that affects the amount of insurance for your Employee classification.

Your Spouse may choose to port if the Portability-eligible Spouse insurance on his or her own life ends because:

- You die;

- Your marriage ends in divorce or annulment; or
- There is a reduction due to your age provided that the former Spouse satisfies the Additional Requirements for Spouse and Child insurance in the chapter titled *Eligibility and Participation Information*.

Your Spouse may also port Portability-eligible Child insurance on your Child if your Spouse ports insurance on his or her own life, but only if the Child's coverage is also ending.

Your former dependent Child may request to port Portability-eligible Child insurance on his or her own life if that insurance ends because your Child no longer meets the definition of Child.

If a request is made to port coverage, the Plan will issue a new individual policy which will explain the new insurance benefits. The insurance benefits under the new policy may not be the same as those that ended under this Plan.

A request to port may be made, if on the date the Portability-eligible insurance ended, the following requirements are met:

- The Plan is in effect; and
- With respect to any amount of Portability-eligible life insurance or Portability-eligible Spouse or Child life insurance that is to be ported, no application has been made to convert that amount of insurance to an individual policy of life insurance as provided in the *Conversion of Life Insurance* section of this chapter.

## Porting Request Period

For you or a Spouse or Child to port, MetLife must receive a completed request form within the request period as described below.

If Written notice of the option to port is given **within 15 calendar days before or after** the date such insurance ends, the request period:

- Begins on the date the insurance ends; and
- Expires **31 calendar days** after the date.

If Written notice of the option to port is given **more than 15 calendar days after but within 91 calendar days** of the date such insurance ends, the request period:

- Begins on the date the insurance ends; and
- Expires **45 calendar days** after the date of the notice.

If Written notice of the option to port is **not given within 91 calendar days** of the date such insurance ends, the request period:

- Begins on the date the insurance ends; and
- Expires at the end of such **91 calendar day** period.

## Chapter 10: General Information

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### Entire Contract

Your insurance is provided under a contract of group insurance with MetLife. The entire contract between MetLife and the NRECA Group Benefits Program is made up of the following:

- The Plan and its exhibits, which include the SPD(s);
- NRECA's Group Benefits Program application; and
- Any amendments and endorsements to the Plan.

### Beneficiary

**For your loss of life, MetLife will pay benefits to your Beneficiary. For any other loss sustained by you, your Spouse, or your Child, MetLife will pay benefits to you.**

You may designate a Beneficiary during the enrollment process. To change your Beneficiary at any time, you must provide a Signed and dated Written request to your Employer using a form satisfactory to MetLife. Your Employer must receive your Written request to change your Beneficiary during your lifetime within 30 calendar days of the date you Sign such request.

You do not need your Beneficiary's consent to make a change. When NRECA receives the change, it will take effect on the date you Signed it. The change will not apply to any payment made in good faith by MetLife before the change request was recorded.

Spouse and Child life benefits are payable to you. In the event you die along with the Spouse or Child, the Spouse and/or Child life benefit payment would pay out to the Beneficiary for your coverage. If the only Beneficiary(ies) named on your coverage passed away with you, the payment would follow the facility of benefit payment listed below.

If you designate two or more Beneficiaries but do not specify their shares, your Beneficiaries will share the insurance equally.

All primary Beneficiaries must be deceased before any secondary/contingent Beneficiaries are paid.

If no Beneficiary is designated or if no designated Beneficiary is surviving at the time of your death, MetLife may determine the Beneficiary to be one or more of the following who survive you:

- Your Spouse;
- Your Child(ren);
- Your parent(s); or
- Your sibling(s).

Instead of making payment to any of the above, MetLife may pay your estate. Any payment made in good faith will discharge MetLife's liability to the extent of such payment.

If a Beneficiary is a minor or incompetent to receive payment, MetLife will pay that Beneficiary's court appointed property and estate guardianship.

## Incontestability: Statements Made by You

Any statement made by you will be considered a representation and not a warranty. MetLife will not use such statement to contest life insurance, reduce benefits, or defend a claim unless the following requirements are met:

- The statement is a Written application or enrollment form;
- You have Signed the application or enrollment form; and
- A copy of the application or enrollment form has been given to you or your Beneficiary.

MetLife will not use your statements that relate to insurability to contest life insurance after it has been in force for two years during your life. In addition, MetLife will not use such statements to contest an increase or benefit addition to such insurance after the increase or benefit has been in force for two years during your life, unless your statement is fraudulent.

## Misstatement of Age

If your, or your Spouse's, or your Child's age is misstated, the correct age will be used to determine if insurance is in effect, and, as appropriate, MetLife will adjust benefits, premiums, or both.

## Physical Exams

If a claim is submitted for insurance benefits other than life insurance benefits, MetLife has the right to ask the insured to be examined by a Physician(s) of MetLife's choice as often as is reasonably necessary to process the claim. MetLife will pay the cost of such exam.

## Autopsy

MetLife has the right to make a reasonable request for an autopsy where permitted by law. Any such request will specify the reasons MetLife is requesting the autopsy.

## State Notices

### Important Notice:

Coverage under the Plan is subject to ERISA and the applicable insurance laws for each state in which a covered person resides. These state-specific laws and requirements are updated periodically, with MetLife supplementing the policy terms with a notice for each state. The only applicable notice that applies to your coverage is the state where you or your covered dependents reside. Log in to [cooperative.com](http://cooperative.com) > My Benefits, click on the Life & Disability menu at the top of the page to access and view the state notices. If you are unable to access the NRECA Employee Benefits website, call NRECA's **Member Contact Center at 866.673.2299** to request a copy at no cost to you.

Where this SPD is inconsistent with any of the state notices for the Plan, the state notice will govern.

## **Chapter 11: Important Notifications and Disclosures**

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### **Not a Contract of Employment**

This Plan must not be construed as a contract of employment and does not give any Employee a right of continued employment, nor may the Plan be construed as a guarantee of other benefits from your Employer.

### **Non-assignment of Benefits**

You cannot assign, pledge, borrow against, or otherwise promise any benefit payable under the Plan to a third party before you receive it. An Authorized Representative designation made by you or another Plan Beneficiary in accordance with the Plan's procedures is not a prohibited assignment of benefits with respect to the Plan. An attorney-in-fact designation made by you or another Plan Beneficiary pursuant to a power of attorney is not a prohibited assignment of benefits with respect to the Plan.

### **Right of Recovery of Overpayment**

If it is later determined that you received an overpayment or a payment was made in error, you will be required to refund the overpayment to the Plan. The Plan has the right to recover overpayments as a result of, but not limited to those:

- Due to fraud;
- Due to any error the Plan makes in processing a claim; and
- Benefits paid after the death of the Employee.

If you do not refund the overpayment, the Plan reserves the right to bring legal action against you to recover the overpayment, to offset future benefit payments until the overpayment is recouped, or both. You will be notified if a mistake is found.

### **Amendment or Termination**

This Plan may be amended or terminated at any time, for any reason, by action of the Plan Sponsor, MetLife, or your Employer. Your Employer also has the right to change the cost of coverage or change job classifications that are eligible to participate in the Plan. These changes may be made with or without advance notice to you. However, your rights to claim benefits for the period prior to the termination or amendment will not be affected if such benefit is payable under the Plan as in effect before the Plan is terminated or amended.

### **Severability**

If any provision of this Plan is held invalid, the invalid provision does not affect the remaining parts of this Plan. The Plan is construed and enforced as if the invalid provision had never been included.

## **Additional Procedures**

The Plan Administrator may promulgate any rules, regulations, or procedures not covered by this Plan that may be necessary for the proper administration of this Plan.

## **Statement of ERISA Rights**

### **Your Rights**

As a Participant in the Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan Participants will be entitled to:

#### **Receive Information About Your Plan and Benefits**

Examine, without charge, at the Plan Administrator's office and at other specified locations, such as worksites, all documents governing the Plan, including insurance contracts, and a copy of the latest annual report (Form 5500 series), if any, filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain, upon request to the Plan Administrator, copies of documents governing the Plan's operation, including insurance contracts and copies of the latest annual report (Form 5500 Series) and updated SPD. The Plan Administrator may make a reasonable charge for the copies.

Receive a summary of the Plan's annual Form 5500, if any is required by ERISA to be prepared, in which case the Plan Administrator is required by law to furnish each Participant with a copy of this summary annual report.

#### **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people who are responsible for the operation of the Employee benefit plan. The people who operate your Plan, called Plan "fiduciaries," have a duty to do so prudently and in the interest of you and other Plan Participants and Beneficiaries. No one, including your Employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a Plan benefit or exercising your rights under ERISA.

#### **Enforce Your Rights**

If your claim for a welfare benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. Under ERISA, there are steps that you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report (Form 5500), if any, from the Plan and do not receive them within 30 days, you may file suit in federal court. In such case, the court may require NRECA, as Plan Administrator, to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator. If you have a claim for benefits that is denied or ignored in whole or in part, and if you have exhausted the claims procedures available to you under the Plan, you may file suit in a state or federal court.

If it should happen that Plan fiduciaries misuse the Plan's money or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees: for example, if it finds your claim is frivolous.

### **Assistance with Your Questions**

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor (listed in your telephone directory), or contact the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

## Appendix A: Key Terms

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As used in this SPD, the terms listed in this Appendix will have the meanings set forth below. When defined terms are used in this SPD, they will be capitalized. The plural use of a term defined in the singular will share the same meaning.

**Actively at Work or Active Work** means that you are performing all of the usual and customary duties of your job on a full-time basis. This must be done at:

- The Employer's place of business;
- An alternate place approved by the Employer; or
- A place to which the Employer's business requires you to travel.

You will be deemed to be Actively at Work during weekends, or Employer-approved vacations, holidays, and business closures if you were Actively at Work on the last scheduled workday preceding such time off.

**Air Bag** means an inflatable restraint device that:

- Meets published United States government safety standards;
- Is properly installed by the car manufacturer; and
- Is not altered after the installation.

**Authorized Representative** means a person you or your Beneficiary has authorized in Writing to represent you or your Beneficiary in the claims process, the appeals process, or both.

**Base Annual Earnings** means your gross annual rate of pay as determined by your Employer, excluding overtime and other extra pay.

**Beneficiary or Beneficiaries** means, for the purposes of the Plan, the person or persons designated as the recipient of funds. If there is no Beneficiary designated or no surviving Beneficiary when you die, benefits are payable in this order: 1) your Spouse; 2) your Child(ren); 3) your parent(s); or 4) your sibling(s).

**Child Care Center** means a facility that:

- Is operated and licensed according to the law of the jurisdiction where it is located; and
- Provides care and supervision for Children in a group setting on a regularly scheduled and daily basis.

**Child or Children** means the following:

**For Life Insurance and AD&D**, your natural child from live birth, your adopted child (including a child from the date of placement with the adopting parents until the legal adoption), your stepchild, your unmarried foster child; or any child under your custody and care who, in each case, is under age 26 and supported by you.

The term includes an unmarried newly eligible employee's child who is incapable of self-sustaining employment because of a mental or physical handicap as defined by applicable law, and has been so handicapped continuously since a date before the child reaches the limiting age and who otherwise qualifies as a child except for the age limit.

The term does **not** include any person who:

- Is covered under the Group Policy as an Employee or Spouse.

For **New Mexico residents**, child means the following for **AD&D Insurance**:

Your natural child from live birth, adopted child (including a child from the date of placement with the adopting parents until the legal adoption), stepchild or unmarried foster child who reside with you, is supported by you or is under age 26.

An adopted child includes a child placed in your physical custody for purpose of adoption. If prior to completion of the legal adoption the child is removed from your custody, the child's status as an adopted child will end.

No natural child from live birth, adopted child or stepchild will be denied AD&D insurance because such child was born out of wedlock, is not residing with you, or is not claimed by you as a deduction for Federal Income Taxes.

The term does not include any person who:

- Is insured under the Plan as an Employee or Spouse.

For **Texas residents, Child** means the following for **Life Insurance**:

Your natural child from live birth, adopted child; stepchild, or unmarried foster child who resides with you and is supported by you, or a child who resides with you, who is supported by you and for whom you are the legally appointed guardian; and who, in each case, is under age 26. **The term also includes** your grandchild who is under age 26, unmarried and who was able to be claimed by you as a dependent for Federal income tax purposes at the time you applied for life insurance.

A child will be considered your adopted child during the period you are party to a suit in which you are seeking the adoption of the child.

The term does **not** include any person who:

- Is insured under the Plan as an Employee or Spouse.

For **Texas residents, Child** means the following for **AD&D Insurance**:

Your natural child from live birth; adopted child or stepchild or unmarried foster child who resides with you, is supported by you or who is under age 26. **The term also includes** your grandchild who is under age 26, unmarried and who was able to be claimed by you as a dependent for Federal income tax purposes at the time you applied for AD&D insurance.

A child will be considered your adopted child during the period you are party to a suit in which you are seeking the adoption of the child.

The term does **not** include any person who:

- Is insured under the Plan as an Employee or Spouse.

For **Utah residents, child** means the following for **AD&D insurance**:

Your natural child from live birth, adopted child, or stepchild who is unmarried or unmarried foster child who reside with you, is supported by you and under age 26.

A child will be considered your adopted child during the period you are party to a suit in which you are seeking the adoption of the child.

The term does not include any person who:

- Is insured under the Plan as an Employee or Spouse.

**Civil Union** means a relationship similar to marriage that is recognized as a Civil Union by the District of Columbia.

**Claimant** means an individual who is making a claim for Plan benefits.

**Common Carrier** means a government-regulated entity that is in the business of transporting fare-paying passengers.

The term does not include:

- Chartered or other privately arranged transportation;
- Taxis; or
- Limousines.

**Contributory Insurance** means insurance for which the Employer requires you to pay any part of the premium.

Contributory Insurance includes: Supplemental Life Insurance, Supplemental AD&D Insurance, and Spouse or Child Life Insurance.

**Director** means you are a Director in a participating Employer, and includes:

- Advisory Directors;
- Alternate Directors; and
- Director Emeritus, to a maximum of three.

Your Employer may, or may not, elect to provide coverage for the Director classes listed above. See the *Eligibility and Participation Information* chapter for details.

**Directorship** means status as a Director.

**Disability or Disabled** means a status of Disability met due to an injury or sickness where:

- You are unable to perform the duties of your regular job; or
- You are unable to perform any other job for which you are fit by education, training, or experience.

**Eligibility Waiting Period** means the period, if any, chosen by the Employer, that is required before an Employee may participate in the Plan.

**Employee** means a person who is:

- Actively working for the Employer; and
- Receiving earnings.

**Employer** means the organization, association, cooperative, system, or entity from which you receive a salary for performing your job responsibilities and through which you receive Plan benefits.

**ERISA** means the Employee Retirement Income Security Act of 1974, as amended.

**Family** means your Spouse and Child(ren).

**Family and Medical Leave Act (FMLA)** means providing certain employees with up to 12 weeks of unpaid, job-protected leave per year.

**Full-time** means Active Work on the Employer's regular full-time work schedule for the eligible class of Employees to which you belong.

**Hospital** means a facility that is licensed as such in the jurisdiction where it is located and provides:

- A broad range of medical and surgical services 24 hours a day for injured and sick persons by or under the supervision of a staff of Physicians; and
- A broad range of nursing care 24 hours a day by or under the direction of a registered professional nurse.

**Hospitalized** means:

- Admitted for inpatient care in a Hospital;
- Receiving care in the following:
  - A hospice facility;
  - An intermediate care facility; or
  - A long-term care facility; or
- Receiving the following treatment, wherever performed:
  - Chemotherapy;
  - Radiation therapy; or
  - Dialysis.

**Non-contributory Insurance** means insurance for which the Employer does not require you to pay any part of the premium.

**Non-medical Issue Amount** means a level of insurance coverage that is guaranteed without medical evidence of insurability and available within 31 calendar days when first offered or during a Qualifying Event.

**Normal Retirement Age** means the age at which you are eligible for a full pension from your Employer. For purposes of the life premium waiver, if you are Disabled before Normal Retirement Age and your Employer has a 30-year/age 62 retirement plan, the Normal Retirement Age is age 62, whether or not you have completed 30 years of participation. If your employer does not have a retirement plan, then the default would be age 65.

**Passenger Car** means any validly registered four-wheel private Passenger Car, four-wheel drive vehicle, sports-utility vehicle, pick-up truck, or mini-van. It does not include any commercially licensed car, any private car being used for commercial purposes, or any vehicle used for recreational or professional racing.

**Physician** means:

- A person licensed to practice medicine in the jurisdiction where such services are performed; or
- Any other person whose services, according to applicable law, must be treated as Physician's services for purposes of the Plan. Each such person must be licensed in the jurisdiction where he or she performs the service and must act within the scope of that license. He or she must also be certified and/or registered if required by such jurisdiction.

The term **Physician does not** include:

- You;
- Your Spouse; or
- Any member of your immediate Family, including your and/or your Spouse's:
  - Parents;
  - Child(ren) (natural, step, or adopted);
  - Siblings;
  - Grandparents; or
  - Grandchildren.

**Plan Administrator** means the person or entity responsible for keeping an employee benefit plan in compliance and managing the plan for the exclusive benefit of plan participants as stated in the plan Information section of this Summary Plan Description.

**Plan Sponsor** means an employer or organization that offers a group health plan to its employees or other eligible members as stated in the plan Information section of this Summary Plan Description.

**Policyholder** means the NRECA Group Benefits Program.

**Proof** means Written evidence satisfactory to MetLife that a person has satisfied the conditions and requirements for any benefit described in this SPD. When a claim is made for any benefit described in this SPD, Proof must establish:

- The nature and extent of the loss or condition;
- MetLife's obligation to pay the claim; and
- The Claimant's right to receive payment.

Proof must be provided at the Claimant's expense.

**Seat Belt** means any restraint device that:

- Meets published United States government safety standards;
- Is properly installed by the car manufacturer; and
- Is not altered after the installation.

**The term includes** any child restraint device that meets the requirements of state law.

**Signed** means any symbol or method executed or adopted by a person with the present intention to authenticate a record, which is on or transmitted by paper or electronic media that is acceptable to MetLife and consistent with applicable law.

**Spouse** means your lawful Spouse. Wherever the term "Spouse" appears in the SPD it shall, unless otherwise specified, be read to include the definitions of Your Civil Union partner.

The term does **not** include any person who lives outside of the United States or Canada.

**Statement of Health (SOH)** means the form you or your Spouse must complete to determine if you or your Spouse can be insured by the Plan. See the *Evidence of Insurability* section under *Your Benefits During a Leave of Absence* for more information on evidence of insurability. In some cases, MetLife may ask for additional information, such as a Physician's report. If the benefits level you choose during first-time enrollment or for a qualifying event is denied due to the SOH, you will automatically be enrolled in the highest benefit amount that does not require a SOH. On other occasions, your coverage will remain at the benefit level in force before the SOH was required. A benefit amount that does not require a SOH is also called the Non-medical Issue Amount.

**Terminally Ill or Terminal Illness** means that, due to injury or sickness, you are expected to die within 12 months. **For residents of Texas only**, "Terminally Ill" or "Terminal Illness" means that, due to injury or sickness, you are expected to die within 24 months.

**USERRA** means the Uniformed Services Employment and Reemployment Rights Act of 1994. Signed into law on October 13, 1994, USERRA clarifies and strengthens the Veterans' Reemployment Rights (VRR) Statute. USERRA is intended to minimize the disadvantages to an individual that can occur when that person needs to be absent from his or her civilian employment in order to serve in the uniformed services.

**Written or Writing** means a record that is on (or transmitted by) either paper or electronic media and that is acceptable to MetLife and consistent with applicable law.