

NAPA COUNTY OFFICE  
of  
*Education*



October 28, 2011

Re: New information regarding your 403(b) and 457 Retirement Savings Plans

Dear Napa County Office of Education Employee:

Per IRS Regulations Employers are required to provide compliance oversight and management of all of their employees' 403(b) and 457 accounts. The Napa County Office of Education (NCOE) uses a Third Party Administrator (TPA) to manage the plans and maintain compliance. For the past few years NCOE's TPA has been Great American Plan Administrators (GAPA), but this summer GAPA was bought by another company, TSA Consulting. After evaluating the new charges and plan restrictions TSA Consulting planned to put in place, NCOE decided to change to a new TPA, MidAmerica Administrative & Retirement Solutions, Inc. effective October 31, 2011.

Please contact MidAmerica regarding any questions you have concerning your 403(b) or 457 Plan. All plan related transactions (other than investments decisions) must now be validated by MidAmerica prior to being processed by payroll or your investment provider. This includes all distributions, transfers, rollovers, hardships, loans, and salary reduction agreements.

MidAmerica has provided Plan Highlights documents that outline the main points of your Plans. In addition, MidAmerica has provided a customized web page that further explains the plans and provides financial calculators, access to forms, and a list of approved investment providers with contact information. The website address is [www.midamerica.biz](http://www.midamerica.biz). Click Participants, then 403(b) TPA Services, then Go To Your Plan, then type Napa County Office of Education in the "your Employer name" box until the link appears below.

MidAmerica's fee for administrative services is \$20.00 per year per actively contributing participant per plan (i.e. \$20 per year for the 403(b) plan and \$20 per year for the 457 plan if you are actively contributing to both plans during the year). Prior to the purchase of Great America by TSA Consulting there were no administrative fees for NCOE's 403(b) and 457 plans, but in the search for a new TPA NCOE found that all TPAs are now charging an administrative fee (with the exception of plans that limit participants to their own in house investment products). All of the approved investment providers on the plan have been asked to pay the administration fee. Some investment providers will agree to pay the fee but then will deduct the amount from your account. If you have questions regarding this practice, please contact your investment representative directly. The list of approved investment providers and whether they will pay the fee is available at the website location indicated above or at <http://www.spokeskids.com/NapaCOE/>.

Participants that are contributing to providers that will not agree to pay the fee will be responsible for paying the fee which will be withheld pro-rata from contributions prior to being remitted to the provider. If you do not wish to pay the fee, you may elect to choose a new provider that has agreed to pay the fee from the approved list. If you select a new provider, you must contact the provider directly to establish your account and then submit a Salary Reduction Agreement to MidAmerica to change your payroll deductions to the new provider.

Barbara G. Nemko, Ph.D.  
Superintendent  
(707) 253-6810

Business Services  
(707) 253-6819

Fiscal Services  
(707) 253-6833

General Services  
(707) 253-6828

Human Resources  
(707) 253-6824

Educational Services  
(707) 253-6810

Court & Community Schools  
(707) 253-6817

Curriculum & Instruction  
(707) 253-6999

Early Childhood Services  
(707) 253-6914

Regional Occupational  
Program  
(707) 253-6830

Safe Schools/Healthy Students  
(707) 259-5979

SELPA  
(707) 253-6807

MidAmerica's contact information is below.

MidAmerica Administrative & Retirement Solutions, Inc.  
211 E Main Street, Suite 100 • Lakeland, FL 33801  
Toll free (866) 873-4240 • Fax: (877) 513-2272  
[www.midamerica.biz](http://www.midamerica.biz)

If you have questions about the change in TPA, please feel free to contact Josh Schultz at 253-6819. All other questions about the 403(b) and 457 plans should be directed to MidAmerica.

Sincerely,



Josh Schultz  
Chief Business Official



# Napa County Office of Education 403(b) Plan

## Plan Highlights

**Introduction:** Napa County Office of Education is pleased to offer the 403(b) Plan to help eligible employees save for retirement. The plan allows you to save on a tax deferred basis and a Roth basis. Plan oversight and administration is provided by MidAmerica.

This Plan Highlights outlines the key provisions of the plan as well as who to contact to sign up, for plan or investment related questions, or other information. We encourage you to seriously consider taking advantage of this valuable benefit to help enhance your financial future.

### **Eligibility:**

- **Employee Contributions:** All Employees are eligible to contribute to the 403(b) plan.

**Entry Date:** Employees are able to enroll in the Plan immediately upon commencing employment with Napa County Office of Education.

### **Contribution Types:**

- **Employee Contributions:** Generally, you can contribute up to 100% of your income up to \$16,500 (in 2011). You may be eligible to contribute an additional \$5,500 if you are age 50 or older. You may be eligible to contribute an additional amount if you have 15 or more years of service.
- **Roth 403(b) Contributions:** Along with pre-tax deferrals, you have the option to contribute to the Plan on an after-tax basis by utilizing the Roth 403(b) option. The same limits apply as to those for Employee Contributions.

### **Vesting:**

- **Employee Contributions:** You are always 100% vested in your own contributions, plus earnings.

**Withdrawal Options:** (Subject to each vendor's policies. Check with your vendor for availability.)

- **In-Service Withdrawal:** If age 59 ½ or older.
- **Separation of Service:** Possible 10% penalty if under the age of 59½. Various payment options are available.
- **Loans:** Tax-free loans enable you to access your account without permanently reducing your account. You may have only one outstanding loan, with no minimum loan amount. The loan amount is limited to 50% of your elective deferral vested account balance. Loans must be repaid within 5 years, or 15 years for a principal residence. Loans not repaid in accordance with the repayment schedule will result in taxation of the outstanding loan amount and a possible 10% penalty.
- **Hardships:** You may take a withdrawal for financial hardships. Hardship withdrawals are limited to the amount you have contributed to the plan and are only permitted for limited financial circumstances that must be substantiated.

**Fees:** MidAmerica charges an annual administration fee of \$20. Some of the approved investment providers have agreed to pay the fee for Participants. If you have selected an investment provider that has not agreed to pay the fee, the fee will be deducted from your contribution pro-rata prior to being remitted to your provider.

**Investments:** A list of approved vendors is provided at [www.spokeskids.com/NapaCOE](http://www.spokeskids.com/NapaCOE).

### **Please Contact:**

- **Vendor:** For forms such as distribution, loans, or hardships, account balances and to transfer funds.
- **MidAmerica Administrative & Retirement Solutions, Inc.:** For any plan related questions, to start or stop a contribution, or change your deduction please call 866-873-4240 or visit [www.spokeskids.com/NapaCOE](http://www.spokeskids.com/NapaCOE).

**Please mail all forms to:** MidAmerica Administrative & Retirement Solutions, Inc.  
Attn: 403(b) TPA  
211 E. Main Street, Suite 100  
Lakeland, FL 33801

*Please refer to the Plan Document for more information on the Plan.  
In the event of a discrepancy, the Plan Document will prevail.*



**MidAmerica**

Administrative & Retirement Solutions, Inc.  
211 East Main Street, Suite 100, Lakeland, FL 33801  
Toll-Free: 866.873.4240 ♦ Fax 863.688.4466 ♦ [www.midamerica.biz](http://www.midamerica.biz)



# Napa County Office of Education 457 Plan

## Plan Highlights

**Introduction:** Napa County Office of Education is pleased to offer the 457 Plan to help eligible employees save for retirement. The plan allows you to save on a tax deferred basis. Plan oversight and administration is provided by MidAmerica.

This Plan Highlights outlines the key provisions of the plan as well as who to contact to sign up, for plan or investment related questions, or other information. We encourage you to seriously consider taking advantage of this valuable benefit to help enhance your financial future.

### **Eligibility:**

- **Employee Contributions:** All Employees are eligible to contribute to the 457 plan.

**Entry Date:** Employees are able to enroll in the Plan immediately upon commencing employment with Napa County Office of Education.

### **Contribution Types:**

- **Employee Contributions:** Generally, you can contribute up to 100% of your income up to \$16,500 (in 2011). You may be eligible to contribute an additional \$5,500 if you are age 50 or older.

### **Vesting:**

- **Employee Contributions:** You are always 100% vested in your own contributions, plus earnings.

**Withdrawal Options:** (Subject to each vendor's policies. Check with your vendor for availability.)

- **In-Service Withdrawal:** If age 59 ½ or older.
- **Separation of Service:** Possible 10% penalty if under the age of 59½. Various payment options are available.
- **Loans:** Tax-free loans enable you to access your account without permanently reducing your account. You may have only one outstanding loan, with no minimum loan amount. The loan amount is limited to 50% of your elective deferral vested account balance. Loans must be repaid within 5 years, or 15 years for a principal residence. Loans not repaid in accordance with the repayment schedule will result in taxation of the outstanding loan amount and a possible 10% penalty.
- **Unforeseeable Emergency:** You may take an Unforeseeable Emergency Distribution. Unforeseeable Emergency Distributions are limited to the amount you have contributed to the plan and are only permitted for limited financial circumstances that must be substantiated.

**Fees:** MidAmerica charges an annual administration fee of \$20. Some of the approved investment providers have agreed to pay the fee for Participants. If you have selected an investment provider that has not agreed to pay the fee, the fee will be deducted from your contribution pro-rata prior to being remitted to your provider.

**Investments:** A list of approved vendors is provided at [www.spokeskids.com/NapaCOE](http://www.spokeskids.com/NapaCOE).

### **Please Contact:**

- **Vendor:** For forms such as distribution, loans, or hardships, account balances and to transfer funds.
- **MidAmerica Administrative & Retirement Solutions, Inc.:** For any plan related questions, to start or stop a contribution, or change your deduction please call 866-873-4240 or visit [www.spokeskids.com/NapaCOE](http://www.spokeskids.com/NapaCOE).

**Please mail all forms to:** MidAmerica Administrative & Retirement Solutions, Inc.  
Attn: 457 TPA  
211 E. Main Street, Suite 100  
Lakeland, FL 33801

*Please refer to the Plan Document for more information on the Plan.  
In the event of a discrepancy, the Plan Document will prevail.*



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Administrative & Retirement Solutions, Inc.

211 East Main Street, Suite 100, Lakeland, FL 33801

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