



November 6, 2017

Site and department secretaries,

The San Juan Unified School District has implemented a new financial education and advisor service for tax sheltered annuities, 403(b) and 457 plans, which are currently offered to district employees. National Benefit Services (NBS) has been contracted by the district to be the third-party administrator (TPA) to manage the plan.

Three education firms have been approved by the district to provide financial planning education for district employees. The three firms are:

- Ameriprise Financial
- Plan Member Services, and
- Teacher's Pension

Each of these firms have appointed up to five advisors who are authorized to provide financial education training on district sites. Photos of the 15 approved advisors are attached. These 15 advisors have all been fingerprinted by the State of California and have been issued an official photo I.D. badge that must be worn while on a district campus. They must check in at the school office upon arrival, show their photo I.D. badge and follow all other campus visitor rules. Of course, the site administrator has discretion to restrict access further. These training sessions should not interfere with the work of the school. Most sessions will likely be held off-site and after work hours, but these advisors may occasionally meet with employees on campus, during work breaks. The firms listed above should pre-arrange and coordinate meeting schedules with individual schools. Advisor/agents who do not have an official I.D. badge that matches the approved photo list provided by NBS, are not allowed to provide education or sell any financial products on district sites.

The financial education is intended to assist employees to plan for their retirement future. For many employees, the state pension benefits (STRS and PERS) will not be sufficient in retirement. The Internal Revenue Service (IRS) requires the district to provide education and

access to all employees. Advisors will provide an objective, neutral training and not steer employees to individual products or agents. All presentations will be pre-approved by NBS and the district for content and accuracy. During the training, advisors will provide a list of all approved 403(b) and 457 investment companies and the list of all 15 approved advisors/agents. Employees may then contact one of the 15 approved advisors/agents to receive individualized information. If an employee is currently working with an agent who is not on the approved list, they may continue to do so off-site.

All approved firms and their advisor/agents have agreed to these rules. If you find an individual who is not abiding by the district rules, or if you have any questions or concerns regarding this service, please don't hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marie Olsen', with a stylized flourish at the end.

Marie Olsen, TGPC

Client Relationship Manager, Non-ERISA 403(b)/457 Retirement Plans

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