



OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California



MEMORANDUM

Date: October 3, 2011

To: All 403(b), Roth 403(b), and 457(b) Participants

From: Mark A. Schiel, Assistant Superintendent, Administrative Services

Subject: Change of Third Party Administrator to SchoolsFirst Federal Credit Union

Ocean View School District currently uses TSA Consulting Group as our Third Party Administrator (TPA). TSA Consulting Group acquired Great American Plan Administrators (GAPA) effective September 1, 2011. We are now in the process of making a change from TSA Consulting Group to another third party administrator, SchoolsFirst Federal Credit Union and National Benefit Services LLC. This change will be effective with November 1, 2011, payroll deductions. As a result, please contact SchoolsFirst FCU for any updates or changes you wish to make, not TSA Consulting (or GAPA), as they will no longer be able to assist you after October 31, 2011.

Beginning November 1, 2011, Salary Reduction Agreements (SRA) can be obtained from the SchoolsFirst website at www.schoolsfirstfcu.org. *If you plan to make any changes* for your November paycheck, a completed SRA should be submitted to OVSD payroll by October 31, 2011, to be effective for the November 30, 2011, paycheck for Certificated employees and November 10, 2011, to be effective for the December 10, 2011 paycheck for Classified employees. *If you are not making any changes*, your plans and contributions will continue as they have in the past and nothing is required.

Effective December 1, 2011, a new system will be in place so that you will be able to access your salary reduction activity through SchoolsFirst FCU's secure website. Approved companies available to OVSD employees for 403(b), Roth 403(b), and 457(b) will be listed on Ocean View's website by November 1, 2011.

The SchoolsFirst Retirement Plan Representative for Ocean View is Adam Jacoby, (800) 462-8328, ext. 4116. Adam will be providing a Workshop for all interested District employees on Wednesday, October 12, 2011, at 3:30 p.m. in the Board Room (Building A).

Having a third party retirement plan administrator, such as Schools First FCU, ensures that our employees' retirement plans are being maintained with regulatory compliance; that we are up to date on any federal or state tax changes; and reduces our administrative burden.

Please check the SchoolsFirst FCU website and the OVSD website regularly for updates.

MAS/cp