

# YOUTH POLICY INSTITUTE TRANSITION INFORMATION & CONTACTS

## Who Do I Call For...

### Continuing Medical Benefits and COBRA

Your medical benefits will continue for a period following your separation from YPI. After coverage terminates, your options for medical coverage include:

- Sign up with Covered California ([www.coveredca.com](http://www.coveredca.com))
- Enroll in private insurance ([www.usa.gov/topics/health/health-insurance/choosing.shtml](http://www.usa.gov/topics/health/health-insurance/choosing.shtml))
- COBRA (<http://cobrainurance.com>)
- Coverage through a new employer or family member

For specific questions, please contact your Human Resources Representative at YPI

### Retirement Benefits, Vesting & Roll-Over Options

For the name of your Retirement Plan Administrator for YPI, please contact your Human Resources Representative

#### Filing for Unemployment

General Information: [www.edd.ca.gov](http://www.edd.ca.gov)  
[1866-333-4606](tel:18663334606)

File online or over the phone.

### My Employment Records

The Human Resources department at YPI can provide you with your Start Date, Employee Number, and compensation records such as W2's and paycheck stubs.

*Don't delay, secure copies of these documents now.*

## Updating your Employment Portfolio



1. An attractive résumé that is up-to-date and easy to read.
2. College/ University Transcripts and Letters of Recommendation.
3. A list of Professional Growth accomplishments: FDC, CLASS, CPR/ First-Aid Certification, etc. Print each or include the List in application packets.
4. Prepare proof of TB Clearance, MMR, Tdap and Influenza vaccination to submit, when requested.

## Details, details...

#### RESUME

Customize your résumé to the specific position you are applying for. Emphasize your accomplishment and knowledge relative to the job. Keep your résumé updated!

#### TRANSCRIPTS

Some employers will only accept original, official transcripts so, plan ahead. Request several copies of your transcripts from your college or university's Enrollment Services Office.

#### TRAININGS & CERTIFICATIONS

Prepare an ample number of high quality duplicates of training certificates. Remember to list these on your resume.

#### WELLNESS CLEARANCES

Your new employer will request TB, MMR, Tdap and vaccination clearances after making a job offer. Providing proof of these clearances gives evidence of your immediate employability.