



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California



**MEMORANDUM**

Date: October 14, 2009

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

From: William V. Loose, Ed.D., Assistant Superintendent, Administrative Services

Subject: Change of TSA Plan Administrator

---

Ocean View School District currently uses the services of Envoy Plan Services as their third party retirement plan administrator. We are in the process of making the change from Envoy to another third party plan administrator, Great American Plan Administrators (GAPA). This change will be effective with January 2010 payroll deductions. As a result, please contact GAPA for any updates or changes, not Envoy as they no longer will be able to assist you after October 31, 2009.

Beginning November 1, 2009, Salary Reduction Agreements (SRA) can be obtained from GAPA's website at [www.gaplandata.com](http://www.gaplandata.com). If you plan to make any changes for your January paycheck, a completed SRA should be submitted to OVSD payroll by November 30, 2009, to be effective for the January 4, 2010 paycheck for Certificated employees and January 10, 2010, 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. All questions should be directed to GAPA at (800) 695-1471.

Effective January 2010 you will be able to access your salary reduction activity through GAPA's secure website. Approved companies available to OVSD employees for 403(b), 457(b), and Roth IRAs will be listed on Ocean View's website by November 1, 2009.

Having a third party retirement plan administrator, such as Great American, 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. In addition, by transferring to GAPA, employees will no longer be charged the \$3.00 monthly administration fee.

Please check the GAPA website and the OVSD website regularly for updates.

WVL:cp