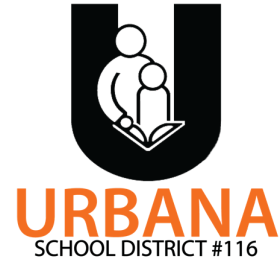


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[www.usd116.org](http://www.usd116.org)



February 21, 2025

**To:** Urbana School District #116 Employees & Substitutes  
**From:** Dr. Angi Franklin, Assistant Superintendent of Human Resources  
**Subject:** Notice of availability to participate in Urbana School District #116 403(b) and 457 Plans

Urbana School District #116 offers a 403(b) Tax Sheltered Account Plan and a 457 Deferred Compensation Plan. As an eligible employee, you can participate in these retirement plans by making voluntary salary reduction contributions to the selected plan. Choosing to participate is optional for staff.

You may also view other information about the plan at <http://www.tsacg.com>, which includes authorized investment providers, forms, and helpful links. Fees and other costs vary, so comparing costs associated with individual plans is important.

Once you have accessed the website, please follow these instructions:

- Select "Plan Sponsor page" from the left menu
- Select your state from the drop-down menu
- Select your employer from the second drop-down menu

**You will only be allowed to make changes to your 403B and 457 plan deductions one time per quarter, not to exceed 4 times per year.**

**If you have further questions, please contact the Payroll Specialist at (217) 384-3540.**