

Florida Retirement System (FRS) Pension Plan Retirement



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IMPORTANT NOTICE

The information in this document is intended to provide information on the Pension Plan retirement process. It does not include all details related to the retirement provisions under the Florida Division of Retirement. For specific retirement details, please refer to the Florida Retirement System Guide for Regular Class or Senior Management Service Class at www.frs.myflorida.com.

Florida Statutes Chapter 121, Florida Administrative Code Chapter 60S and 19 are the final governing authorities should any questions of interpretation arise.

I AM THINKING ABOUT RETIRING AND NEED MORE INFORMATION

The Division of Retirement is your main source of information for the FRS Pension Plan. The Division can be reached by calling 844-377-1888 or by visiting www.frs.myflorida.com. Online you can find detailed information by accessing the Publications (click **Publications**, then **Retirement Guides**) and watching the “**Understanding Your Benefits under the FRS Pension Plan**” video (click **Members**).

AM I ELIGIBLE TO RETIRE? Eligibility to retire is based on two criteria:

CRITERIA #1 VESTING

In most cases, you are vested (eligible to receive future benefits under the FRS Pension Plan) as follows:

- If you were first enrolled in the FRS on or after July 1, 2011, you will be vested in the FRS Pension Plan after eight years of creditable service.
- If you were already enrolled and actively employed on July 1, 2001, or first enrolled between July 1, 2001, and June 30, 2011, you will be vested in the Pension Plan after six years of creditable service.

CRITERIA #2 NORMAL RETIREMENT

Assuming you meet the vesting criteria, normal retirement under the FRS Pension Plan is the time you are first eligible to receive an unreduced retirement benefit based on your age or years of service.

If you are a member of the Regular Class, Senior Management Service Class, or Elected Officers' Class, you will qualify for normal retirement as follows:

- If initially enrolled in the FRS before July 1, 2011, you qualify for normal retirement when one of the following applies:
 - You are vested and age 62 or the age after age 62 when you become vested; or
 - You have 30 years of creditable service before age 62.
- If initially enrolled in the FRS on or after July 1, 2011, you qualify for normal retirement when one of the following applies:
 - You are vested and age 65 or the age after age 65 when you become vested; or
 - You have 33 years of creditable service before age 65.

If you reach the applicable age criteria first, your Normal Retirement date would be the first of the month you turn that age.

If you reach the applicable years of creditable service first, your Normal Retirement date would be the first of the month following the month you attain the years of creditable service.

I AM ELIGIBLE TO RETIRE. WHAT ARE MY NEXT STEPS?

1

Determine your last day of work

2

Request an estimate of your benefits from the Division of Retirement by calling 1-844-377-1888 or by logging into the FRS online portal.

3

Complete the Collier County Public Schools' (CCPS) Voluntary Separation Form

- Indicate "Retirement" as your reason for separation
- Questions about how much notice is required should be directed to Human Resources at 239-377-0335

4

Complete the Florida Retirement System Pension Plan Application for Service Retirement packet and return to the Benefits & Wellness Office, along with birth date verification, at least 30 days prior to your last day of work but no more than six months in advance.

Return completed packet to:

Teresa Cowley (Elementary, Maintenance & Transportation Staff)
CowleyTe@collierschools.com or via fax 239-377-0384

Cynthia Cave (Secondary & Administrative Center Staff)
CaveC@collierschools.com or via fax 239-377-0384

5

Once you receive a notification from the Division of Retirement that your retirement application has been acknowledged you can set up direct deposit by accessing your FRS Online account at www.frs.myflorida.com. If you need assistance accessing your FRS Online account, call the Division of Retirement at 844-377-1888.

6

Return all CCPS issued property to your supervisor or office manager (ID badge, keys, laptop, etc.) on your last day

WHEN CAN I EXPECT MY FIRST RETIREMENT CHECK?

Retirement benefits are paid at the end of each month. The first retirement check is issued the month following your last day of employment. For example, if your last day of work is in the month of June, you can expect to receive your first retirement check at the end of July. Refer to step six on page two for information on setting up direct deposit to receive your monthly Pension check.

YOUR NAME	DATE	□ □ □ □ □ □
ADDRESS / CITY / STATE / ZIP CODE		
FROM		
AMOUNT		\$
PURPOSE		
NUMBER	0152 - 635486565 - 4526589	MEMO

WHAT HAPPENS TO MY BENEFITS ONCE I RETIRE?

All benefits end on the last day of the month in which you work. To access a statement of your current benefits you will log into the CCPS Portal. Click STAFF, then MYBENEFITS.



Medical Coverage

As a retiree, you will receive a packet of forms in the mail regarding the continuation of your medical coverage from Allegiance Benefit Plan Management, Inc. This packet is typically mailed prior to your last day of work, but can be delayed depending on when your Voluntary Separation Form was submitted to Human Resources.

Do not be alarmed if you haven't received the packet from Allegiance prior to your last day. There is a grace period to elect continuation of the medical coverage as a retiree.

Visit <https://www.collierschools.com/Page/8600> to review the cost to continue the medical coverage for you and your eligible dependents.

All premium payments and questions regarding the retiree medical coverage should be directed to Allegiance (855-333-1012, option 7, extension 3757). Retirees who continue the CCPS medical coverage are encouraged to continue to participate in the Pathways to Enhanced Health program. For Pathways questions, call 239-377-0710.

Dental & Vision Coverage

Dental and vision coverage may be continued through COBRA for up to 18 months. You will receive information regarding continuation of these benefits from Allegiance as well, and should direct all premium payments and questions regarding continuation of these benefits to Allegiance (855-333-1012, option 7, extension 3757).

Other Benefits

If you are interested in continuing any other benefits, contact the carriers directly. Contact information can be found at the end of this informational packet.

What about coverage through Medicare?

Six months to a year prior to your 65th birthday, you should start researching your health insurance options through Medicare. You can do so online at www.medicare.gov or by visiting your local Social Security Office. If you are actively employed by CCPS upon your 65th birthday, and you have the CCPS medical coverage, you may continue this coverage as a retiree. The CCPS medical coverage will remain primary to any Medicare coverage. Upon retiring, you may continue the medical coverage through CCPS indefinitely, provided premiums remain current. However, your coverage as a CCPS retiree will become secondary to Medicare once you become eligible for Medicare. Refer to the Summary Plan Description found at <https://www.collierschools.com/Page/5318> for more information on Coordination of Benefits with Medicare.

What happens to my sick and vacation leave?

Terminal pay (unused sick and vacation leave) will be paid in accordance with Florida State Statute and a Collective Bargaining Agreement (if applicable). Sick leave payout is based on the number of years of service you have with CCPS.

Payouts less than \$1,000 will be paid via your last paycheck from CCPS, minus taxes. In accordance with Board policy, payouts of \$1,000 or more will be deposited into a deferred compensation account offered by BENCOR Special Pay Plan.

Visit <https://www.collierschools.com/Page/555> or review the [BENCOR Special Pay Plan](#) handout for more information. Funds are typically deposited into your BENCOR account two weeks after your last paycheck from CCPS.

If you have questions regarding your BENCOR account, contact:

Bain Howe
Phone: 239-689-3554
Email: bhowe@bencorrep.com



IS THERE ANYTHING ELSE I NEED TO DO FOR MY RETIREMENT?

YES!

FRS will send you a packet of forms to complete which are listed below. These forms are typically mailed at the same time as your first retirement check.

• Health Insurance Subsidy (HIS) Application

As a retiree, you may be eligible for the HIS, which is a supplemental payment to assist you with the cost of medical coverage. To be eligible, you must complete the application and verify that you have medical coverage.

- If you are continuing coverage through the CCPS plan, contact one of the following Benefits staff members to complete Section B:

Teresa Cowley (Elementary, Maintenance & Transportation Staff)
CowleyTe@collierschools.com or via phone at 239-377-0352

Cynthia Cave (Secondary & Administrative Center Staff)
CaveC@collierschools.com or via phone 239-377-0388

- If coverage will be through another insurance company, forward the form to that company to complete Section C
- If covered by Medicare or military insurance (TRICARE), complete Section D by attaching a copy of your insurance card

The completed HIS form should be submitted directly to FRS at the address or fax listed on the application. **Please note** – If Section B is completed by the CCPS Benefits Office, the HIS application will be faxed to FRS for you and a copy of the completed form will be returned to you for your records.

• W-4P Form

This form allows you to change your withholdings for tax purposes. Unless a completed application is returned, your tax withholdings will remain as the default, which is married with three dependents (lowest amount of taxes withheld). If you need assistance completing this form, consult with a tax preparer, accountant, or financial advisor. This information may be updated at any time by submitting a new form. Mail or fax the completed form to FRS at the address or fax indicated on the form.

CAN I BE REEMPLOYED AFTER RETIRING?

Below are the FRS guidelines on termination requirements and reemployment limitations. Reemployment within the first 12 months of your retirement is at the discretion of CCPS.

After you retire under the FRS, you can work for any private employer or public employer not participating in the FRS, or for any employer in another state, without affecting your FRS benefit.

There are certain termination requirements and reemployment limitations that affect your retirement benefit if you are employed with a FRS participating employer during the first 12 calendar months after your effective retirement date without DROP participation or after your DROP termination date.

TERMINATION REQUIREMENT:

- In order to satisfy your employment termination requirement, you must terminate all employment relationships with all participating FRS employers for the first 6 calendar months after your termination date/retirement date.
- Termination requirement means you cannot remain employed or become employed with any FRS covered employer in a position covered or non-covered by retirement for the first 6 calendar months following your termination date/retirement date.
- This includes but is not limited to: part-time work, temporary work, other personal services (OPS), substitute teaching, adjunct professor or non-Division approved contractual services.

REEMPLOYMENT REQUIREMENT:

- You may return to work for a participating FRS employer during the 7th – 12th calendar months following your termination date/retirement date, but your monthly retirement benefit will be suspended for those months you are employed. There are no reemployment limitations after the 12th calendar month following your termination date/retirement date.
- If you fail to meet the termination requirement, you will void (cancel) your retirement and DROP participation and you must repay all retirement benefits received (including accumulated DROP benefits).

ADDITIONAL INFORMATION



FRS Online

All employees should create an FRS online account. To access your online account, visit the Division of Retirement's website at www.frs.myFlorida.com, then click on the blue icon for "FRS Online" in the top right-hand corner.

FRS Online is a tool all members are encouraged to use, whether you are active, terminated, or retired. You can create and view estimates of your benefits, view a service history summary, update beneficiary designations, view the current Member Annual Statement, and so much more. Retired members can print a pension income verification letter, adjust federal tax withholdings, authorize or change direct deposit information, and change your mailing address.



Retirement Recognition

In appreciation of your years of service to CCPS, you will receive an invitation to attend a School Board Meeting where your retirement will be recognized. Participation is voluntary. The recognition ceremony is typically held semi-annually.



Retiree ID Card

After your last day of work, you can request a retiree ID card from the Human Resources Department in person or by calling 239-377-0335. This ID card recognizes your years of service and may entitle you to certain discounts available through the employee Perks List (see below). The card also provides entry into CCPS sporting events at no cost.



Perks List

Access to the online employee Perks List will no longer be available after you retire. If you would like to receive a copy of the Perks List via email each month, send an email to communications@collierschools.com to be added to the mailing list. Discounts through the Perks List may be different or become unavailable once retired.

CONTACT INFORMATION

COLLIER COUNTY PUBLIC SCHOOLS - OFFICE OF BENEFITS AND WELLNESS

address: Dr. Martin Luther King, Jr. Administrative Center
5775 Osceola Trail
Naples, Florida 34109

phone: (239) 377-0340 fax: (239) 377-0384
e-mail: benefits@collierschools.com
web: www.collierschools.com/benefits

Teresa Cowley

(Elementary, Maintenance & Transportation Staff)

e: CowleyTe@collierschools.com

p: (239) 377-0352

Cynthia Cave, Supervisor

(Secondary & Administrative Center Staff)

e: CaveC@collierschools.com

p: (239) 377-0370

Florida Retirement System (FRS)

w: www.frs.myflorida.com

p: (844) 377-1888

Pathways to Enhanced Health

p: (239) 377-0710

BENEFITS VENDORS

ACCIDENT

Chubb

(866) 445-8874

www.chubbworkplacebenefits.com

CRITICAL ILLNESS

Chubb

(866) 445-8874

www.chubbworkplacebenefits.com

DENTAL (DHMO and PPO)

MetLife - (800) 942-0854 (PPO)

MetLife - (800) 880-1800 (DHMO)

www.metlife.com/mybenefits

DISABILITY

The Standard - (800) 378-2395

www.standard.com/individual

EMOTIONAL WELLNESS / EMPLOYEE ASSISTANCE PROGRAM

CHP: (239) 659-7751

Guidance Resources: (855) 801-8079

FLEXIBLE SPENDING ACCOUNTS

Allegiance Benefit Plan Mngmt - (855) 333-1012

www.askallegiance.com/ccps

HOSPITAL INDEMNITY

Allstate - (800) 521-3535

www.allstatebenefits.com/mybenefits

LEGAL SHIELD / IDENTITY THEFT

Legal Shield - (800) 654-7757

www.prepaidlegal.com

LIFE (DISTRICT-PAID, VOLUNTARY AND SUPPLEMENTAL)

The Standard - (800) 352-5757

www.standard.com/individual

MEDICAL COVERAGE

Allegiance Benefit Plan Mngmt - (855) 333-1012

www.askallegiance.com/ccps

Heather Stiegler (on-site representative)

Option 7, extension 3703

MEDICAL NETWORK (LOCAL) - Tier 1

Community Health Partners - (239) 659-7700

www.chealthpartners.com

MEDICAL NETWORK (NATIONAL) - Tiers 2 & 3

Tier 2 Cigna - (855) 333-1012

www.askallegiance.com/ccps

Tier 3 Multiplan - (800) 523-3669

www.multiplan.com

PET DISCOUNT PROGRAMS

Pet Assure / PETplus - (800) 891-2565

www.petbenefits.com

PRESCRIPTION DRUG PLAN

Navitus Health Solutions- (855) 673-6504

www.navitus.com

UNIVERSAL LIFE INSURANCE

Trustmark - (800) 918-8877

www.trustmarksolutions.com

VISION

EyeMed - (800) 521-3605

www.eyemedvisioncare.com

WELLVIA

(855) 935-5842

www.wellviasolutions.com