

*East Valley  
School District  
No. 361*

*Retiree  
Information  
Packet*

**2018-2019**



# East Valley School District No. 361

3830 N Sullivan Bldg.1, Spokane Valley, WA 99216

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## RETIREMENT PROCEDURES

1. The earlier you begin retirement planning the better. The Department of Retirement (DRS) suggests starting 1-2 years before you plan to retire. **See the Department of Retirement Systems (DRS) Retirement Planning Checklist** enclosed.
2. Call the Department of Retirement Systems (DRS) at (800)547-6657 and speak with a retirement analyst. Inquire with the analyst as to what date you are eligible to retire and discuss benefit amounts. You can request a retirement packet, or you may want to visit DRS at [www.drs.wa.gov/member](http://www.drs.wa.gov/member).
3. Notify Human Resources, in writing, of your intention to retire or resign (based on information obtained from DRS). Be sure to include the last date you will work, and your date of separation if they are not the same date.
4. Decide on Health Insurance Options. **Please read over options in the enclosed "K-12 Health Insurance Option" form.** Contact PEBB at 1-800-200-1004 to request a Retiree Coverage Election form or ask questions regarding your eligibility to enroll in or defer PEBB retiree coverage.
5. Contact Social Security at (800)772-1213, or online at [www.ssa.gov](http://www.ssa.gov)
6. Any remaining annual leave and/or vacation will be paid out to you.
7. Sick leave cash out: Meeting the eligibility criteria \* below will determine whether or not your sick leave balance (up to 180 days) will be cashed out at a ratio of 1:4 (25%). The manner by which an eligible cash out is distributed is voted on annually by each association. Depending on the vote of your association your cash out will either be paid directly to you or transferred to your VEBA account.

\*Eligibility Criteria: a. Upon eligible WA State retirement – Unused sick leave (up to 180 days) will be paid to you at a rate equal to one day for four days of accrued sick leave. b. Upon resignation – Eligible employees\*\* will be paid up to 180 days at a rate equal to day for four days of accrued sick leave.

\*\*Eligible employees : 1. TRS/SERS Plan 2 Members: at least age 55 with 15 years of service. 2. TRS/SERS Plan 3 Members: At least age 55 with 10 years of service.

8. **If you are retiring in June**, designate if you want your contract to be paid through the end of your contract, August, or if you would like to receive a lump sum cash out of your contract with your last payroll warrant, June. If you choose to be paid through August, your benefits will continue through September. If you choose to be paid a lump sum, your benefits will end in July. A designation form is enclosed.
9. **Retiring Teachers:** Turn in your 20 or 30 retirement incentive hours on a timesheet. These hours must be listed with dates and activity performed. You will be paid in July for these hours.
10. Inform Human Resources, in writing, of any address changes so that your year-end W-2 form and other important information, will reach you in a timely manner.

**OPTIONAL:** Contact VEBA Trust at (888)828-4953 or go to [www.veba.org](http://www.veba.org) to set up Automatic Premium Reimbursement for medical insurance premiums after retirement.

# Retirement Planning Checklist

Washington State Department of Retirement Systems



The earlier you begin planning for retirement, the better prepared you will be. If you haven't already sought financial planning advice, now is a great time. The checklist below can help you successfully transition into retirement. You might be able to increase your retirement income or even retire sooner than you had planned.

## 1-2 years before retirement

- Sign up to access your retirement account at [www.drs.wa.gov](http://www.drs.wa.gov). With online account access, you can view all of your retirement accounts that DRS administers.
- Review your plan handbook, which is available on the DRS website, for retirement eligibility rules.
- Use *online account access* to verify the accuracy of your service credit. If you find information you think is incorrect, contact DRS.
- Use the Online Benefit Estimator to estimate your future monthly benefit.

- If interested, sign up for DCP or another employer-sponsored voluntary retirement plan. You might also consider using a "catch-up" savings option.

- If interested, contact DRS to find out whether you're eligible to purchase optional service credit.

- Plan for health care coverage during retirement. Note options that are available to you.

- Contact your employer to find out whether it participates in a health reimbursement arrangement with the Voluntary Employees' Beneficiary Association (VEBA).

- Sign up for a live seminar or webinar or view a video on the DRS website.

## 3-12 months before retirement

- Request an official estimate of your monthly benefit payment. You can do this securely through online account access or by calling DRS.

- Complete payment of any outstanding optional service credit invoices.

- Ask your employer about which health care coverage options are available to you when you retire. If you are covered by the Public Employees Benefits Board (PEBB) Program, or will be after you retire, contact PEBB Benefit Services.

- Decide when you should apply for Medicare and retirement benefits available through the Social Security Administration (SSA).

### 30-90 days before retirement

- Contact DRS if you need to make changes to your official estimate (for example, you want to change your retirement date or survivor option).
- Apply for retirement through online account access. Review *Documents Accepted as Proof of Age*.
- Review your acknowledgment letter. Ensure it's accurate. This important letter summarizes the options you picked. It also tells you which forms still need to be turned in so DRS can process your retirement application. If you applied online, you won't receive this letter. Instead, review the final page of your application and emailed receipt to verify your retirement option and to see whether additional documentation is needed.
- Pay any outstanding optional service credit invoices.
- If you have Plan 3, decide when you want to begin receiving payments from your defined contribution account once you retire. Contact Empower Retirement to talk about your options.
- If you're eligible for PEBB health care, send your PEBB retiree coverage election form to the Health Care Authority (HCA).
- If you are a DCP member, consider contacting DCP to learn about

### You can retire online

Visit [www.drs.wa.gov](http://www.drs.wa.gov) to sign up for or log in to online account access. Alternatively, call DRS and ask to have your retirement plan's Retirement Application mailed or emailed to you.

deferring lump sum payments for any unused leave.

- Tell your employer your intended retirement date.

### At and during retirement

- Make sure the retirement information on your benefit letter is correct. You will receive this letter once DRS calculates your monthly benefit.
- Contact DRS if you don't receive your first payment within one week of the date listed in your benefit letter.
- Ensure the deductions on your monthly benefit statement are correct.
- If you have a PEBB health plan, contact PEBB Benefit Services with any questions you have about health plan premium deductions.
- Contact DRS if you have questions about other non-PEBB deductions.
- Keep your address and beneficiary information current with DRS.
- Enjoy your retirement!

## Contacts

### Department of Retirement Systems

Website: [www.drs.wa.gov](http://www.drs.wa.gov)  
Phone: 360.664.7000, 800.547.6657 or TTY: 711  
General-question email: [recep@drs.wa.gov](mailto:recep@drs.wa.gov)  
Account-specific email: Log in to (or sign up for) online account access at [www.drs.wa.gov/oaa](http://www.drs.wa.gov/oaa) and send us a secure email.

### Deferred Compensation Program (DCP)

Record Keeper: Empower Retirement  
Website: [www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp)  
Phone: 888.327.5596  
Email: [dcpinfo@drs.wa.gov](mailto:dcpinfo@drs.wa.gov)

### Plan 3 members

Record Keeper: Empower Retirement  
Website: [www.drs.wa.gov/plan3](http://www.drs.wa.gov/plan3)  
Phone: 888.327.5596  
Email: [savewithwa@empower-retirement.com](mailto:savewithwa@empower-retirement.com)

### Social Security Administration (SSA)

Website: [www.socialsecurity.gov](http://www.socialsecurity.gov)  
Phone: 800.772.1213

### Internal Revenue Service (IRS)

Website: [www.irs.gov](http://www.irs.gov)  
Phone: 800.829.1040

### Health Care Authority

Website: [www.hca.wa.gov](http://www.hca.wa.gov)  
Phone: 800.200.1004

### Public Employees Benefits Board (PEBB)

Website: [www.hca.wa.gov/public-employee-benefits](http://www.hca.wa.gov/public-employee-benefits)  
Phone: 360.725.0440 or 800.200.1004

### Voluntary Employees' Beneficiary Association (VEBA)

Website: [www.veba.org](http://www.veba.org)  
Phone: 888.828.4953



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## K-12 Retiree Health Insurance Options

### A. PEBB ( Public Employees Benefits Board)

1. medical, dental and vision coverage available
2. monthly premium is State subsidized
3. **must enroll within 60 days from retirement date (no second opportunity will be given)**
4. TRS 1&2, PERS 1 and SERS 2 **must draw a state pension** to qualify for PEBB coverage
5. TRS 3 & SERS 3 must **make application** within 60 days of separation if you are **not** going to enroll in PEBB coverage  
Contact the Health Care Authority at 1-800-200-1004 on [www.pebb.hca.wa.gov/](http://www.pebb.hca.wa.gov/)

### B. COBRA (Consolidated Omnibus Budget Reconciliation Act)

1. medical, dental, vision and VEBA coverage available
2. premium receives no State subsidy
3. 18-month maximum continuation period
4. may enroll in PEBB plan after continuation period expiration, if eligible (see A for eligibility)
5. not available for individuals entitled to Medicare
6. contact Raina Havens, Payroll Officer for more information

### C. Individual

1. premium receives no State subsidy
2. no later opportunity for PEBB plan enrollment
3. contact your insurance company for more information
4. contact SHIBA (state health insurance benefits advisors) for assistance at 1-800-562-6900 and ask for a SHIBA advisor
5. contact the Insurance Commissioner office has many health care resources at [www.insurance.wa.gov](http://www.insurance.wa.gov) or 1-800-562-6900

### D. Other Insurance

Lincoln National Insurance – retirees may convert their life and AD&D insurance to an individual policy by calling the Lincoln Service Team at Lincoln National at 1-800-423-2765, option 2.

WEA Select Dental Plan – call customer service for more information, 1-800-554-1907.

American Fidelity Assurance Company - you can continue your American Fidelity policies by going to [www.americanfidelity.com/Keepmycoverage](http://www.americanfidelity.com/Keepmycoverage)

### Washington Healthplan Exchange

You and your family may qualify for coverage with the Washington Healthplan Exchange. With the Healthplan Exchange you may be eligible for a new kind of tax credit that lowers your monthly premiums. Call 1-855-234-4633 or go to <http://www.wahbexchange.org> to see what deductibles and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Healthplan Exchange. You may also qualify for a special enrollment opportunity for another group health plan for which you are eligible such as a spouse's plan, even if the plan does not generally accept late enrollees. You must request enrollment within 30 days.



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**CONTRACT PAY DESIGNATION**

PLEASE CIRCLE ONE:

1. I choose to continue my contract through August. I understand that my benefits, such as medical insurance, life insurance, dental and vision insurance will continue through September.
2. I choose to receive a lump sum cash out of my contract. I understand that my benefits, such as medical insurance, life insurance, dental and vision insurance, will continue one month after I receive my last payroll.

**RETURN COMPLETED FORM 30 DAYS PRIOR TO YOUR RETIREMENT DATE:**

**TO: EAST VALLEY SCHOOL DISTRICT 361  
ATTENTION: PAYROLL  
3830 N SULLIVAN RD, BLDG 1  
SPOKANE, WA 99216**

**If you have any questions, please contact Raina Havens, Payroll Officer, 241-5030**

PLEASE PRINT OR TYPE

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Retirement

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State & Zip Code

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Employee Signature