



Update to Submitting Pension Applications into CRIS

The Office of Pensions is seeing a lot of pension applications submitted without the required documentation needed to verify service for the pensioner. This is creating additional work for both the Organization and the Office of Pensions, as well as creating a delay in processing times.

Please remember: Service documentation should be provided when submitting the pension application in Pen-Apps – not held until requested (VS-1's and CSE's are not accepted as service verification at retirement). If there are yellow or red highlighted wages when reviewing Salary History, provide an explanation via Comments as to why the pay may be high/low. If not, we will request the explanation which again will delay processing.

Additionally, submitting the personal, payroll and benefit forms does not ensure immediate enrollment. These items cannot be processed until the signed pension application is received and the pensioner record is created.

The most common documents missing are: Verification of Hire Dates and Leave of Absence documentation, EOBs (Explanation of Benefits)/Final Receipts of Compensation and changes in contract periods.

Office of Pensions	
SERVICE DOCUMENTATION REQUIREMENTS	
INCLUDE DOCUMENTATION TO VERIFY THE FOLLOWING:	TYPES OF PREFERRED DOCUMENTATION
Date of Hire Date of Termination (include PCC-1) Rehire/Transfer Leave of Absence Sabbatical	<ul style="list-style-type: none"> ✓ Personnel Action Requests (PAR's) ✓ Contracts ✓ Board Minutes with Dates ✓ Payroll Card ✓ Teachers - Dept of Ed Employment Card ✓ Attendance Records ✓ Official Letters or ✓ Other Documentation that agrees with wages paid
Worker's Compensation	<ul style="list-style-type: none"> ✓ Injury Report ✓ Agreement as to Compensation ✓ Check Advices (if available) ✓ Final Receipt ✓ Payroll Worksheet offsetting W/C payments ✓ Attendance Records
Strike Period	<ul style="list-style-type: none"> ✓ Strike Loss Calendar or copy of strike loss as listed in journal ✓ If out during full strike, considered a documented interruption and no credit is given
Military	<ul style="list-style-type: none"> ✓ Form DD214 (College Transcripts as needed)
Interrupting Military	<ul style="list-style-type: none"> ✓ Copy of Orders and PAR's
Other Professional Educational Employment (OPEE)	<ul style="list-style-type: none"> ✓ The following criteria should be listed on letterhead of the verifying school district: <ul style="list-style-type: none"> ○ Exact dates of employment (month, day and year of beginning and ending dates) ○ Statement that employment was continuous with no absences without pay ○ Position held by the employee and the length of contract (9, 10, 11, 12 months) ○ Statement that position was full-time (part-time employment cannot be purchased) ○ Statement relative to accreditation of the school <p><i>Sample form located on web:</i> http://www.delawarepensions.com/forms/Documents/OtherProfessionalEducationalEmployment.pdf</p>

Don't forget your Pen-Apps training manual resource!



Burial Benefit Designation/Change of Beneficiary Form (Form GL)

The Burial Benefit Designation/Change of Beneficiary Form (Form GL) was revised as of August 2015 and placed on the website in February 2016. It is essential to use the updated form as provided on the Office of Pensions website. If old forms are used, they will not be accepted.

It is also important for the fields to be complete, as highlighted below. If incomplete, the form will be rejected and a new form will need to be completed.

<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	(Choose one)
Name (first, middle initial, last name) _____		
Date of Birth _____	Soc. Sec. No. _____	Relationship to Pensioner _____
Mailing address _____		
Optional Contact Information (Telephone/email): _____		

Training Manual Update of Required Documentation for a Child Survivor

If the survivor is a minor, a statement from the minor's school indicating full-time attendance (age 16 & 17 only) is no longer required.

Questions? Please call our office at (302)739-4208.