

DVFA Length of Service Award Plan (LOSAP) Prior Service Requests

- Per DVFA guidelines, requests to approve prior service credit for billing errors can only be requested for the past two years.
- All requests from fire companies/auxiliaries should be submitted in writing, on company/auxiliary letterhead, to the DVFA Pension Advisory Committee Chairman:
 - Raymond T. Stevens
 - 306 Baker Rd.
 - Selbyville, DE 19975-9481
 - 302/436-8374 Home
 - 302/542-2553 Cell
 - RTSfire88@verizon.net E-mail
- Mr. Stevens will have members of the PAC review the records of the company/auxiliary who will make a determination for approval/disapproval and notify Mr. Stevens.
- Mr. Stevens will notify the Office of Pensions of the approval.
- Office of Pensions will bill the company/auxiliary for the employee/member contributions (\$60) and inform the Accounting/Investment Section
 - If the member is a new member, then employer contribution rate for the billing year that service is being granted will also be billed.
 - If the member was already on the Payroll Billing Form Roster for that billing year or transferred from another company/auxiliary and the employer contributions were already paid for that year, then the Office of Pensions will not bill for the employer contributions.
- The Office of Pensions will track the payment
 - Once received will update/add the contributions/service to the member/s record/s.
- When actuarial forms are received by the Office of Pensions after the billing period has ended for members who are not enrolled in LOSAP, they will be returned to the company/auxiliary with instructions to submit a prior service request during the next annual billing period.
- Requests for member contributions only will be processed upon approval from Mr. Stevens for the last annual billing period only when service was granted in error.

APPROVED BY RAY STEVENS/DAVE CRAIK 5/22/13.