

Greetings! We are happy to provide this quarterly newsletter to remind and inform End Users about items of importance regarding pension application processing. This quarter we focus on the importance of submitting the Pension Creditable Compensation (PCC-1) form and, for Medicare-eligible members, the transition from Express Scripts to CVS Caremark/Silver Script.

### Pension Creditable Compensation (PCC-1) Form

The Pension Creditable Compensation (PCC-1) form is an extremely important document. Agencies and schools **are required** to submit to the Office of Pensions for **each** employee that retires or terminates, or upon an employee's death.

The Pension Office uses the PCC-1 to:

- Validate termination dates and final pays
- Ensure pension contributions were calculated correctly
- Calculate the employee's buy-in options at retirement
- Complete requests for Withdrawal of Benefit

Too often, the Office of Pensions must contact the employing agency/school to request missing forms. When the PCC-1 is not available, our office cannot calculate refunds or pension amounts accurately, nor provide the retiring employee with a buy-in option. Missing PCC-1s are also a common issue with vested pensioners. With vested pensioners, the Office of Pensions may request a PCC-1 for an employee that terminated years ago, and the agency/school encounters major challenges locating the old documents.

The Office of Pensions requests the PCC-1 be added to your checklist of documents to complete and submit for each employee leaving State service for **any** reason. Adding this step to your process will greatly improve efficiencies within your agency/school and the Office of Pensions.

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### ***Virtual Pre-Retirement Presentation***

***Wednesday, November 3, 2021 9:00 a.m.***

***Click the link below for information:***

[Office of Pensions - State of Delaware - Pre-Retirement Workshops](#)

*End User Spotlight  
Meet Carissa Stevens!*



**Title: HR Specialist III**

#### ***Responsibilities:***

Oversee the benefits section of OMB and DHR Personnel Offices; including recruitment, onboarding, offboarding, benefit changes, and leave entitlements. Assists with classification and compensation analysis.

#### ***Any advice for HR Reps that process pension applications?***

Remember to check an employee's age at the time of retirement to determine Medicare eligibility. It's important to know so you can ensure they are completing the correct health enrollment form. You can also direct the employee to promptly submit their Medicare Part B application to the Social Security Office to avoid any delay in their insurance coverage.

**\*IMPORTANT\***

### **MEDICARE EXPRESS SCRIPTS TRANSITION TO CVS CAREMARK/SILVERSCRIPT**

Effective January 1, 2022, all Medicare-eligible members will transition from Express Scripts to CVS Caremark/SilverScript. Important items to remember:

- The Office of Pensions must receive a copy of all Medicare-eligible member's Medicare cards **no later than 60 days before** their retirement effective date to be enrolled in the Special Medicfill with prescription without delays.
- Members unable to provide their Medicare card within 60 days should be offered the ability to waive their benefits or enroll in a commercial insurance plan. The employee's Human Resources (HR) section will need to obtain two applications from those members – one indicating enrollment in a commercial insurance plan and another choosing the Special Medicfill. Please inform the member that they are responsible for all monthly premiums.
- Members over the age of 65 must have the CMS- L564 form completed by their HR and a Medicare Part B application submitted to the Social Security Administration immediately upon request for retirement to avoid enrollment delays.

### **End User Change? Please notify our office!**

We understand End Users transition in and out of Human Resources frequently due to transfers, resignations, or being assigned other roles in the agency/organization. Please remember to include our office on your exit checklist, as we must remove or add security access as necessary. Below is the link to our Contact Change Request Form; once submitted, our Security Team will work with you to update access accordingly.

[Office of Pensions - State of Delaware - Contact Change Request](#)

Q. WHAT DO YOU CALL A  
PERSON WHO IS  
HAPPY ON A MONDAY?  
A: RETIRED.