

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 discuss paperwork requirements for terminated employees, information on vested pensions, an upcoming change to the Medicare Advantage Plan, W-4 form information, and a reminder on the proper usage of the Actuarial and Beneficiary Designation (Ben-1) forms.

Requirement of Employers for Terminated Employees

When a pension eligible employee terminates from active employment, the Employer must complete and forward a signed Pension Creditable Compensation (PCC-1) form to the Office of Pensions **AND** do one of the following:

- If the pension eligible terminated employee is eligible to collect a pension either at the time of the separation or in the future and doesn't wish to withdraw the contributory balance, an electronic Pen-App must be submitted.
 - Our office will verify the eligibility and set them up for a pension.
- If the pension eligible terminated employee is not vested, they must submit a Contributions Retention Notice (CRN-1) or an Application for Withdrawal of Benefits (WB-1) form with a copy of their driver's license.

Vested Pensions

In 2021, the Office of Pensions hired temporary additional resources to assist with service verifications for a backlog of nearly 2,000 vested applications. The temporary resources are on board for 2 years; therefore our time and efforts with service verifications are for this defined period. It is imperative these applications be completed to accurately depict future liabilities and provide these employees' annual statements with accurate information. These files can be very old and not payable for quite some time; however, we appreciate you treating them with the same priority as all other requests for information from our office.

W-4 Form for State of Delaware Taxes

Please be sure to have retiring employees complete the State of Delaware W-4 tax form (DE-W4), regardless of whether they live in another state and work in Delaware, or if they plan to leave the state. If the employee does not want Delaware taxes to be deducted, have them write "Do not withhold Delaware taxes" on the form.



Getting to know your Medicare Advantage Plan as a State of Delaware Pensioner

Beginning **January 1, 2023**, the State of Delaware Group Health Insurance Plan will offer one Medicare plan option - **Highmark Blue Cross Blue Shield (BCBS) Delaware's Freedom Blue PPO Medicare Advantage Plan (with Part D prescription through SilverScript)**. The State of Delaware will no longer offer the Highmark BCBS Delaware Special Medicfill Medicare Supplement Plan with or without prescription.

The Highmark BCBS Delaware Freedom Blue PPO plan matches the benefits and out-of-pocket costs for care offered under the Special Medicfill plan today, with added benefits. Medicare Part D prescription drug coverage will continue to be offered through SilverScript (administered by CVS Caremark).

As a reminder, only prospective enrollments of 2 months can be completed. Our current Medicare Health application is being revised to include the Medicare Advantage plan. Please see the link below for more information: [Highmark BCBS Medicare Advantage Plan](#).

Reminder!!!

Actuarial Form

The actuarial form is to be completed upon initial hire or REHIRE, not transfer. This form should not be used to update demographic items in Block 1 of the Comprehensive Annual Statement, such as Address or Marital Status. These items are interfaced from PHRST. A Designate/Change of Beneficiary form (BEN-1) should be completed to update beneficiary designations or information. Please contact our office at 302-739-4208 for further information if needed.

Pre-Retirement Workshop:

September 28th 4:30 p.m. via Microsoft Teams – For more information:

<https://open.omb.delaware.gov/WorkshopEvents/preretirement-workshops.shtml>