OFFICE OF PENSIONS

Training and Development Quarterly Newsletter

Greetings! We are happy to provide this quarterly newsletter to remind and inform End Users about items of importance. This quarter we highlight important Medicare related information, agency contact requests, and training information for End Users.

Medicare Reminder for Employees and Dependents who are Medicare-eligible (or becoming eligible) Upon Retirement

- Inform the employee of the importance of enrolling in Medicare Parts A and B as early as possible. The Office of Pensions must receive a copy of a Medicare card or Benefit Verification Letter for the Medicare-eligible member **no later than 60 days** before the retirement effective date.

- If the Medicare enrollment deadline described above is missed, Human Resource Representatives should have the employee complete the following applications to prevent a lapse in coverage:

    - Either the application for non-Medicare health coverage or Highmark Special Medicfill **without** prescription.

      and

    - The application for Highmark Special Medicfill with the CVS Caremark/Silver Scripts prescription plan (for when we receive their Medicare card).

- If the employee does not elect the non-Medicare or Highmark Special Medicfill without prescription plan prior to being enrolled in the Highmark Special Medicfill with prescription plan, the employee must refuse health coverage until their enrollment in the Highmark Special Medicfill with CVS Caremark/Silver Scripts prescription plan has been accepted by the Center for Medicare and Medicaid Services.

- HR Reps must also complete the **CMS L564** form for the member(s) who is Medicare-eligible (or becoming eligible) when receiving the request for retirement. The CMS L564 form provides proof of health care coverage based on the member's current employment and is required to process the Medicare enrollment application. Instructions can be found on our website here, under Social Security Forms.

- Medicare-eligible (or becoming eligible) employees **must** submit proper documentation to the Social Security Administration when they decide to retire. The member should submit both forms at the same time to the Social Security Office.

    - CMS L564 Form (this form is to be completed by the HR Reps)
    - CMS 40B Application (this form is to be completed by the member applying for Medicare Part B)

Agency Contact Requests

In an effort to ensure that pension applications are processed in a timely manner and to save the time and effort of state agency and school district personnel, the Office of Pensions is encouraging a central email inbox for each agency/school district (ex: dhsshrpaytime@delaware.gov) where we can submit all service and compensation questions.

If your agency or district already has an email inbox set up, please email open.pec@delaware.gov with the email address. If there is no central email inbox, we will contact the agency/school district payroll point of contact listed on the pension application or utilize the contact information provided to us at the time that pension application end user access was granted.

Any agency or school district who wishes to change their contact information must do so through the Employer Contact Change Request found at www.delawarepensions.com under the *Employers* tab. We are no longer accepting individual contact change requests to various Pension Office personnel.

If you have any questions or concerns about this change, please contact open.pec@delaware.gov.

End User Training

If you are interested in additional training beyond the initial End User training received in order to access the CRIS (PeopleSoft) database, please reach out to pension.training@delaware.gov. End Users are also welcome to attend our Pension Training for HR Specialists session as a refresher if needed. Sessions are available for registration through the Delaware Learning Center.