

# 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 the countdown feature on the DPERS App, Medicare reminders, and transitioning from short term to long term disability.

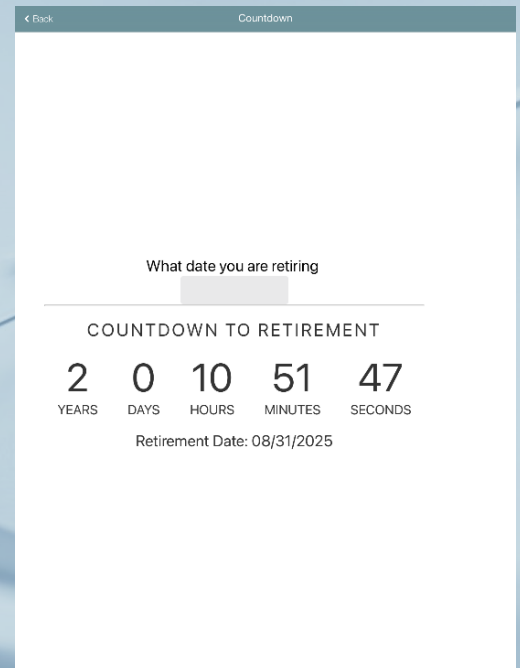
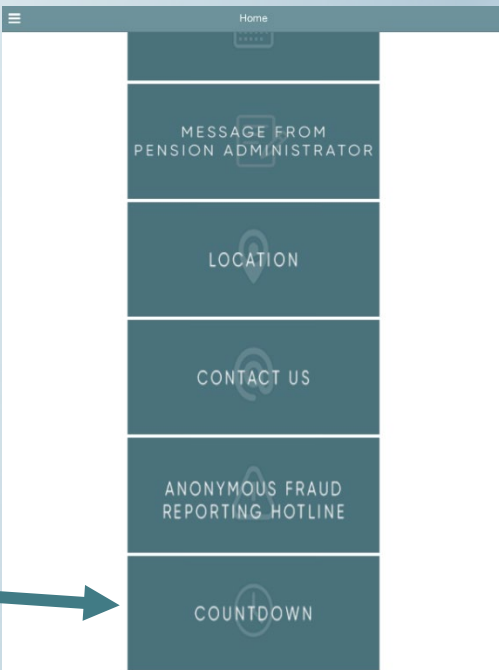
The Office of Pensions has a new App! It is called the DPERS (Delaware Public Employees Retirement Systems) App, and it is available now! See below for information, and be sure to notify your employees!



Go to Google Play or the Apple Store and Get the new DPERS App. There is Plan Information, Notifications, and even a Countdown to Retirement. Scan the QR Code below to get the app.



### The App features a Countdown to Retirement!!



### 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.
- To prevent a lapse in coverage due to the Medicare enrollment deadlines, the HR Reps should have the employee complete the following applications:
  - The application for non-Medicare health coverage administered by Highmark Delaware or Aetna.
  - and**
  - The application for Highmark Special Medicfill **with** or **without** a prescription plan (for when we receive their Medicare card)
- If the employee does not want to have the non-Medicare health coverage prior to getting their Medicare A and B, the employee must refuse health coverage on the non-Medicare health plan application until they receive their Medicare card or Benefit Verification Letter.
- 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.
- 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)

### Transitioning from Short Term Disability to Long Term Disability

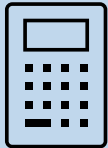
While someone is on Short Term Disability, please ensure the employee has all the current Long Term Disability paperwork (applications, authorization for deductions) and personal documents (birth certificate, social security card, marriage certificate) for themselves and any dependents they are enrolling on benefits. This will ensure a smooth transition for them to be enrolled in benefits without any delay once they are approved for Long Term Disability. The forms and personal documents should be returned directly to the Office of Pensions.



### Updated Pension Calculators

Our online pension calculators have been enhanced to better assist employees with retirement planning! All the employee needs is their Comprehensive Annual Statement to get started.

Please visit the website below and choose the pension calculator that applies.



[www.delawarepensions.com/calculators](http://www.delawarepensions.com/calculators)



### Pre-Retirement Workshop:

November 29<sup>th</sup> 9:00 a.m. – 11:00 a.m. via Microsoft Teams – For more information:

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