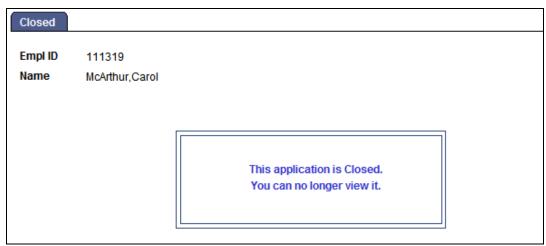## Pension Benefit Approval Letters

The Office of Pensions will no longer send a copy of the pension benefit approval letter to organizations.
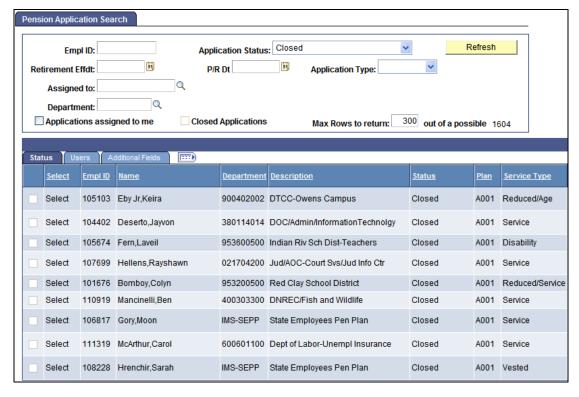
Currently, when a pension application is completed, the End User receives an e-mail notification that the application is CLOSED.

Also, within Pen-App, there are additional ways to know when the pension application is completed.

First, navigate to **Pension > Pension Application > Application Page**. After entering the **CRIS EmplID** and clicking the **Search** button, the page will look like this:

> **Closed**
>
> **Empl ID**   111319
> **Name**   McArthur,Carol
>
> This application is Closed.
> You can no longer view it.

Second, navigate to **Pension > Pension Application > Search**. Choose the **Application Status** of **Closed** and click the **Refresh** button.

Pension Application Search

Empl ID: [   ] Application Status: Closed [v] Refresh
Retirement Effdt: [   ] P/R Dt [   ] Application Type: [v]
Assigned to: [   ]
Department: [   ]
☐ Applications assigned to me   ☐ Closed Applications   Max Rows to return: 300 out of a possible 1604

Status | Users | Additional Fields

	Select	Empl ID	Name	Department	Description	Status	Plan	Service Type
☐	Select	105103	Eby Jr,Keira	900402002	DTCC-Owens Campus	Closed	A001	Reduced/Age
☐	Select	104402	Deserto,Jayvon	380114014	DOC/Admin/InformationTechnolgy	Closed	A001	Service
☐	Select	105674	Fern,Laveil	953600500	Indian Riv Sch Dist-Teachers	Closed	A001	Disability
☐	Select	107699	Hellens,Rayshawn	021704200	Jud/AOC-Court Svs/Jud Info Ctr	Closed	A001	Service
☐	Select	101676	Bomboy,Colyn	953200500	Red Clay School District	Closed	A001	Reduced/Service
☐	Select	110919	Mancinelli,Ben	400303300	DNREC/Fish and Wildlife	Closed	A001	Service
☐	Select	106817	Gory,Moon	IMS-SEPP	State Employees Pen Plan	Closed	A001	Service
☐	Select	111319	McArthur,Carol	600601100	Dept of Labor-Unempl Insurance	Closed	A001	Service
☐	Select	108228	Hrenchir,Sarah	IMS-SEPP	State Employees Pen Plan	Closed	A001	Vested

Pension Application Reminders

➤ When the service for a Pension Application has been verified by the Office of Pensions, the End User receives an e-mail notification that the application is ACCEPTED.

➤ Click the **Print Application** button once the service has been **Accepted** and the employee has been contacted with an appointment to come in to sign the Pension Application and complete all other pension paperwork.

➤ Click the **Sign Form** button after the employee has signed the Pension Application and the packet is being sent to the Office of Pensions.

➤ Upon the termination of an employee who meets the eligibility requirements for a vested pension benefit, a Vested Pension Application should be submitted through Pen-App unless he/she is withdrawing their accumulated contributions plus interest. If the eligibility requirements for a vested pension benefit are not met, the employee should complete either a Contributions Retention Notice (CRN) or Withdrawal of Benefits (WB) form.

➤ State Employees' Pension Plan (SEPP) Only: Upon the termination of an employee due to the exhaustion of their Short Term Disability (STD) and upon their approval of Long Term Disability (LTD), a Vested LTD Pension Application should be submitted through Pen-App.