

**STATE OF DELAWARE
OFFICE OF PENSIONS**

EMPLOYEE COUNSELING CHECKLIST

Name: _____ S.S. # _____

SERVICE REVIEW

- _____ Review P-1 form data with employee.
- Verify designated beneficiary for payment of pension contributions if no survivor's pension payable.
- _____ Review dates of State employment.
- _____ Has service been continuous? If not, reason for break? (LOA, WC, Military, etc.)

- If break in service is due to termination of employment, was:
_____ 1) a vacation pay-off received which could be used to extend employee's service?
_____ 2) a withdrawal of pension contributions received?
_____ 3) if pension contributions withdrawn, have they been repaid?
- _____ Does employee have military service time?
- If yes, free or purchasable?
- _____ Does employee have any other buy-in options? If yes, type: _____
(OPEE, LOA, Actuarial, Option to Extend)

ESTIMATED BENEFIT CALCULATION

- _____ Estimated Retirement Date(s).
- _____ Estimated Benefit Calculation.
- Estimated credited service total used.
- Estimated creditable compensation total used.
- Amount of gross monthly benefit(s).
- _____ If reduced service pension, is reduction based on age or service.
- Explain reduction factor and percentage computed benefit reduced.

- _____ Does estimated benefit calculation include any buy-in options?
- If yes, give buy-in costs and explain how calculated.
- _____ Lag Payroll - All agencies/schools with the exception of University of Delaware are on a lag payroll. Pension checks will be processed at the end of the next month following the effective date. The first check will include two months of benefits. Every check thereafter will be for one month of pension benefit.
- _____ Survivor Benefits (JSB-1)
- Selection must be made whether married or not, options are 50% vs. 75%
- This is a one time election which is irrevocable and must be made prior to issuance of first check.
- Eligible survivor in order of priority as established by law: spouse, dependent child, dependent parent. Option to change survivor priority can be made by filing notarized form #102--Z.002 with the Pension Office.
- _____ Taxability of monthly pension benefit and how determined.
- Contributions paid through 1992 have been taxed.
- On the average, about 97% of the pension benefit is taxable.
- Form 1099-R mailed end of year. States total amount of pension benefit paid during the year and the portion that is taxable.

PENSIONER BENEFITS

- _____ Health Insurance
- Cost of coverage, explain State share and employee share amounts.
- Changes in coverage can be made once a year during reopening period in May.
- Change in coverage when turning age 65. Medicare through Social Security becomes primary coverage. Obtain Parts A and B for maximum health coverage. Part B costs and is deducted from the SS benefit. Pension Office provides supplemental insurance, at no charge to the pensioner, if you are enrolled in Medicare Part A and B coverage and your initial state employment was prior to 7-1-91.
- _____ Dental Insurance
- Note: Our dental plan is different from what the schools offer. Compare plans; might want to stay with the school plan under Cobra provisions.

_____ Group Life Insurance

- Amount of \$7,000. Provided by the retirement fund at no cost to pensioner.
- May list one person or several, relative or non-relative, or payable to estate.
- This amount divided equally among all that are listed.
- May change beneficiary listed by completing a new GL-2 card at any time.

_____ Blood Bank

- No charge to pensioner, retirement fund pays membership.
- Pensioner is responsible for making donation, having someone donate for them, or pay cost for pint of blood.

_____ Direct Deposit

- Mandatory for pensions effective 1/96 and after.
- Copy of voided check, deposit slip, or bank statement needed for verification of account number.

_____ Credit Union Deduction

- Deduction will be made and sent to C.U. designated. E/E must contact C.U. to advise which account it is to be deposited. Example: checking, savings, club account, loan, etc.

_____ Tax Withholding Election

- Pensioner responsibility.
- New TWE form mailed to all pensioners in December every year. Only need to return the form if you wish to change your withholding option. However, you can change withholding options at any time during the year.

OTHER RELATED INFORMATION

_____ Work Restrictions if obtaining State employment after retirement.

- Permitted employment consists of casual/seasonal or temporary positions.
Must not be a pension covered position. An elected official or position appointed by the Governor and confirmed by the Senate allowed.
- Per SB 439, effective July 1, 2002, earnings limits have been eliminated when employed in a non-pension covered position.

_____ Post Retirement Increases (PRI) to pension benefit after retirement.

- Pension law does not provide for automatic increases. Increases granted upon Legislative approval.

_____ Social Security Disability Benefits - You must have earned 20 quarters of credit in the 10 years prior to being disabled in order to qualify for disability benefits. To be safe, you should earn four quarters of credit each year until your 57th birthday to maintain your eligibility. (See attached Social Security Handout.)

Employee Signature and Date

Counselor Signature

PENSION OFFICE E-MAIL ADDRESS: pensionoffice@state.de.us

PENSION OFFICE WEB SITE: <http://www.delawarepensions.com>