

STATE OF DELAWARE
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DVFA Treasurer's Overview
September 13, 2011

J. ALLEN METHENY, SR., DVFA TREASURER

Mr. Metheny spoke at the Delaware Volunteer Firefighter's Association Pension Workshop and addressed issues from the 2010 annual contributory billing to assist with the upcoming billing. He began by thanking the Office of Pensions for the current billing system and for the assistance that has been provided. Mr. Metheny reviewed issues that occurred during the 2010 annual billing period to assist in the process and avoid future similar errors.

All payments should be forwarded directly to Mr. Metheny not the Office of Pensions or DVFA. Mr. Metheny stated that *only* the following three items should be forwarded to him when submitting the payment.

- Fire Company's FINAL Bill
- Fire Auxiliary's FINAL Bill
- Check for Payment - Preferably one check but will accept two

No other documentation should be submitted to Mr. Metheny. All pension forms and documentation (i.e. Pension Applications, P-5 Forms and WB Forms) should be submitted directly to the Office of Pensions. Please do not include copies of the rosters with the payment.

Ensure the payment is submitted for the correct amount due on the Final Bill not the Estimated Bill. Do not make any adjustments or corrections on the bill once it has been finalized. Once the billing period is over and the Final Bill has been submitted to the Fire Company/Auxiliary, if there are members who did not receive credit or did receive credit in error, then the Pension Officer must notify the Office of Pensions in a timely manner to request a correction. Do not add members on the final bill or submit a payment amount that does not match the total of the Final Bill. Do not make payment adjustments due to errors from previous years. Please ensure that all members have received the earned credit prior to the bill being finalized.

Corrections to errors made with members' service credit can only be made retroactive for *two* years. Example: *Following* the 2011 Annual Billing period, corrections can be requested for members' credit for the years of 2011 and 2010.

Service credit adjustments must be requested through the Office of Pensions which will then be directed to the DVFA Pension Advisory Committee Chair, Frank King, for approval. Once approval has been received, the Office of Pensions will notify the Fire Company/Auxiliary and bill for the contributory adjustments. For members who did not receive credit in error, once the payment has been received by the Office of Pensions, the service credit will be updated. Do not submit any payments to the Office of Pensions without prior approval.

In order for any service credit to be corrected for past years, it is the Fire Company/Auxiliary and members' responsibility to provide documentation that service credit was earned and that member contributions were paid for the particular billing year. Without documentation, the Office of Pensions is unable to adjust any prior service. All corrections should be addressed by the Pension Officer with the Office of Pensions. Pension Officers are responsible to ensure that members are receiving the credit earned and corrections are submitted to the Office of Pensions in a timely manner. Pension Officers are encouraged to inform members that they are responsible for reviewing annual statements, sent typically during the month of April, and ensuring that they are receiving service credit for volunteer service earned.

Prior to submitting the payment, please confirm that the total amount on the final bill matches the check amount paid. If you are submitting one check, please ensure that the total amount due from both final bills equals the total of the check being submitted. *Please check the math.*

The DFVA Treasurer's address and contact information will be included on the final bill. New this year, there will also be a designated line on the Final Bill for the Pension Officer or Company Representative to complete with his/her name and phone number. This has been added so that Mr. Metheny and the Office of Pensions can contact the representative in the event there are questions pertaining to the payment submitted.

Please submit the payment by the due date. Mr. Metheny reminded that there is a \$100.00 per day late penalty assessed by the DVFA for each day the payment is late following the date due.

*Office of Pensions Note: Pension Officers/End Users - Please plan to attend DVFA Refresher Training if needed. All new Pension Officers are required to attend to receive security access. Registration information pertaining to the dates/times will be forthcoming.

Thank you for your assistance. Please contact the Office of Pensions via e-mail at Open_Manual_Loads_Help@state.de.us or at 302/739-4208 or 800-722-7300 if you need additional assistance.