

DVFA Termination of Inactive Length of Service Award Plan (LOSAP) Members

According to the guidelines of the DVFA, members who are no longer “actively participating” can be removed from membership by their respective fire company/auxiliary.

Each fire company/auxiliary can terminate the membership of inactive non-vested members who have less than ten (10) years of creditable service in the LOSAP. The *member contributions* for the terminated non-vested members will be refunded to the company or auxiliary where the member was most recently an active member. Vested pension applications should be prepared and forwarded to the Office of Pensions for vested inactive members (greater than ten (10) years of LOSAP creditable service). The following procedures should be followed:

Inactive Non-Vested Refund Procedures

- Current Company/Auxiliary Pension Officer should complete a Withdrawal of Benefits Form (WB-F).
- The form should be signed by the inactive member and Fire Company/Auxiliary Pension Officer. The Pension Officer should make a good faith effort to contact the inactive member and request the signature on the WB-F. Pension forms should be sent to the last known address on your company/auxiliary’s records.
- In the event an inactive member, with less than ten (10) years of LOSAP creditable service, does not respond to the Pension Officer’s attempts to have the member sign the WB-F:
 - ✓ If the member has relocated and not informed the Fire Company/Auxiliary of his/her new address and written requests made by the Pension Officer have been returned as undeliverable, the Pension Officer should sign the completed WB-F and send it to the Office of Pensions. A copy of the Fire Company/Auxiliary’s Board minutes, on company letterhead, indicating that the member is being terminated as an active participating member of the fire company/auxiliary must accompany the WB-F.
 - ✓ The Office of Pensions must receive copies of actual meeting minutes including each of the names of the inactive members documenting that motions were made and approved to terminate the membership(s). The Office of Pensions must receive completed WB-F forms for each inactive non-vested member in order for a refund of member contributions to be processed and paid to the company/auxiliary and to have the member removed from the Annual Billing Roster.
 - ✓ **PLEASE NOTE: The Fire Company/Auxiliary will not receive a refund of member contributions for any member with ten (10) or more years of LOSAP creditable service. Members who are vested have earned a future pension benefit and must remain on the annual billing roster.**

Inactive Vested Procedures

- Inactive members who are vested with ten (10) or more years of LOSAP creditable service should have a Vested Pension Application submitted to the Office of Pensions that has been completed by the Fire Company/Auxiliary Pension Officer. If the Pension Officer does not know the current address of an inactive member, the Vested Pension Application should be submitted to the Office of Pensions along with an explanation of inability to contact the member. The Vested Pension Application must be signed by the Pension Officer or another DVFA authorized signer.
- Members who are inactive and vested in the LOSAP have the option to forfeit a future LOSAP benefit and request to withdraw his/her member contributions. Contributions for inactive members with ten (10) or more years of LOSAP creditable service will be paid directly to the member and not to the fire company/auxiliary. Only the inactive member can request to withdraw her/her contributions by completing and submitting a WB-F Form to the Office of Pensions.