



# PRE-RETIREMENT CHECKLIST

- Select an anticipated date of retirement and begin to contemplate pension options.
- Check beneficiary information.
- Contact your retirement and/or investment counselor. SERS members need only call 800-633-5461 to be connected with their local counseling center or visit [www.sers.pa.gov](http://www.sers.pa.gov). PSERS members should contact PSERS directly at 888-773-7748 or visit [www.psers.pa.gov](http://www.psers.pa.gov). For those enrolled in an ARP, contact:

TIAA: 800-842-2252 or <https://www.tiaa.org/public/tcm/passhe>

Fidelity: 800-343-0860 or <https://nb.fidelity.com/public/nb/passhe/home>

VALIC: 800-448-2542 or <https://passhe.valic.com/home>

- Contact your human resource office.
- Confirm credited/Commonwealth/State System years of service.
- Certify any outstanding qualified service time **while in active status**. No payment is required to purchase the value of this service during active service. The amount owed can be subtracted from the pension.
- CBA health retirement requirements for faculty to retain member lifelong health benefit (Annuitant Health Care Plan) coverage include one of the following (note: coaches have slightly different criteria):

**Hired prior to Fall Semester 1997:** Age 60 with at least 10 years of *credited* service; any age with 25 years of *credited* service; any age with five years of *credited* service with an approved disability retirement.

**Hired Fall Semester 1997 to June 30, 2004:** Age 60 with at least 15 years of Commonwealth/State System service; any age with 25 years of Commonwealth/State System service; any age with five years of Commonwealth/State System service with an approved disability retirement.

**Hired on/after July 1, 2004:** Age 60 with at least 20 years of Commonwealth/State System service; any age with 25 years of Commonwealth/State System service; any age with five years of Commonwealth/ State System service with an approved disability retirement.

\*Credited service includes years of service credited by SERS, PSERS, or ARP and may include purchased service. Commonwealth/State System does not include employment with a public school (pre-K, K-12).

Please note: Your spouse and/or eligible dependents are only entitled to your State System health benefit package as long as you are alive. The Surviving Spouse Act provides the right to purchase your package from the State System for your spouse only.

- ALL annuitants must draw a pension check (annuity) from their retirement plan in order to receive the health benefit coverage. Those retiring on or after October 20, 2005, are permitted to waive enrollment under the retirement health package IF THEY ARE COVERED UNDER ANY OTHER HEALTH INSURANCE. If the health package is waived at retirement, retirees may enroll during an open enrollment period or upon loss of their current coverage.
- ALL annuitants must draw a pension check (annuity) from their retirement plan as one of the criteria to be eligible to obtain sick leave buy-out benefits. In addition, the member must be retiring at 60 years of age or more with five years of Commonwealth/State System service or under 60 years of age with at least 25 years of Commonwealth/State System service (may include periods in other positions other than a faculty/coach).

- PA Faculty Health and Welfare Fund benefits will terminate on the last day of the month following your month of separation. Schedule any dental and vision services for which you are eligible prior to the termination date. Those retiring on or after November 1, 2005, may qualify for COBRA coverage.
- Coaches dental and vision plans will terminate per the Management Supplemental policy. Check with the local human resource office about COBRA rights.
- All eligible APSCUF members joining APSCURF have the option to enroll in APSCURF's dental and vision plans. Visit APSCURF's website for additional information.
- Employer purchased life insurance will terminate upon your retirement. Please check with the local human resource office for conversion rights should you want to continue coverage.
- If you qualify for the Annuitant Health Care Plan (AHCP), coverage will be the PPO plan until you reach Medicare eligibility. The annuitant health plan carries the same Rx drug plan as the active plan.
- On the first day of the month in which you become Medicare eligible, Medicare Part A and B become your primary insurance carrier. The CBA provides you with supplemental coverage under Highmark Blue Shield's Medicare Complement Plan/Signature 65. Your Rx coverage will be under the Major Medical plan which requires you to purchase your prescriptions and manually submit to Highmark for reimbursement. Those who retired on or after July 1, 2005, will have an employee health contribution assessed on their health plan premium in retirement based on the date of retirement per the CBA in place at that time. Please note that if you are Medicare eligible or will be at retirement, you will need to enroll in Medicare THREE MONTHS prior to your retirement month so that Medicare is in place when your AHCP begins. Check with the local human resource office to determine the date when your active coverage will transfer to the AHCP coverage.

The PASSHE decided not to include the health care reform mandates under the AHCP so the benefits vary somewhat when you transfer to the annuitant PPO plan. The biggest change affects dependents age 19-25. Those who are not enrolled as a full time student will lose their eligibility under the AHCP. A full time student certification form is required for those still enrolled full time.

- Contemplate purchasing a long-term nursing care policy. The benefit package provided to you does not cover custodial, intermediate or assisted living services. APSCURF has a recommended plan and you should check with your insurance agency for comparison. Visit APSCURF's link on the APSCUF website for more details about the retired association benefits and other useful links.
- Annuitants can only return to Commonwealth service for a period of 95 days under the Emergency Hire guidelines.

This checklist should only be used as a guideline. All APSCUF members contemplating retirement should consult their SERS or PSERS retiree handbook. Those enrolled in one of the ARPs should have their portfolios in order. Additionally, faculty should have a copy of the current CBA between APSCUF and PASSHE and the current PASSHE Employee Benefit Booklet to consult as a reference in making this decision.