

Q1. If enrolled, when will my extended option pay be paid out?

- A. In most cases, you will receive one regular extended option payment and the remainder will be paid within two pay periods of your retirement date.

Q2. If a balance is available, when will my sick leave/annual leave payout (whichever is greater) be paid?

- A. Employees will be paid out their sick leave balance (or annual leave whichever is greater and depending on union eligibility rules) within 60 days of their retirement date.

Please Note: If sick leave payout is less than \$2,000.00; funds will be direct deposited to the employee's account. If the amount is greater than \$2,000.00; funds will be transmitted to our third party administrator (OMNI), see attached flyer.

Q3. How are my health insurance premiums paid?

- A. If eligible, your health insurance premiums will be deducted from your retirement pension check (direct deposit). If a premium payment is missed a double deduction will be decremented from the next pension check (direct deposit).

For employees that retire on July 1:

- 10 month employees will see the first deduction occur on their September 30, 2023 pension check.
- 11 month employee will see the first deduction occur on their August 31, 2023 pension check.
- 12 month employees will see the first deduction occur on their July 31, 2023 pension check.

Q4. As a retiree, will I receive a new CareFirst medical card?

- A. Yes, as a retiree you will receive a new ID card that indicates a new group number.
- a. Retiree without Medicare – 5800058-DC20
 - b. Retiree Medicare – 5800057-DC30

Q5. I am enrolled in the CareFirst medical plan, and the Caremark prescription plan. I am Medicare eligible (age 65+) when I retire, when do I apply for Medicare Parts A and B and when will my premiums be reduced?

- A. Apply for Medicare Parts A and B as soon as possible. You will automatically be enrolled in the CareFirst Supplemental Plan effective **the date of retirement**. Provide a copy of your Medicare card to Benefits Services. If applicable, this will also apply to your spouse, if enrolled as your dependent in the PGCPS medical plan, to apply for Medicare when age eligible. They too must provide a copy of their Medicare card.

- B. Your Caremark prescription plan will be transferred to the SilverScript Medicare Part D Prescription Plan. You will receive a new SilverScript prescription card. Continue to use your Caremark card until you receive your new SilverScript card.

Q6. I am enrolled in the CareFirst medical plan, and the Caremark prescription plan. I am not Medicare eligible (age 65+) when I retire, when do I apply for Medicare Parts A and B and when will my premiums be reduced?

- A. Apply for Medicare Parts A and B approximately 3 months prior to your 65th birthday. You will automatically be enrolled in the CareFirst Supplemental Plan effective **the first of the month in which you turn 65**. Your premiums will be reduced the first of the month in which you turn 65. Provide a copy of your Medicare card to Benefits Services. If applicable, this will also apply to your spouse, if enrolled as your dependent in the PGCPS medical plan, to apply for Medicare when age eligible. They too must provide a copy of their Medicare card.
- B. Your Caremark prescription plan will be transferred to the SilverScript Medicare Part D Prescription Plan with PGCPS. You will receive a new SilverScript prescription card. Continue to use your Caremark card until you receive your new SilverScript card.

Q7. I am enrolled in the Kaiser medical plan. I am Medicare eligible (age 65) when I retire, when do I apply for Medicare Parts A and B and when will my premiums be reduced?

- A. Apply for Medicare Parts A and B approximately 3 months prior to your retirement date. You are currently eligible to apply for Medicare at age 65.
- B. Contact Kaiser at 1-888-777-5536 to request the Kaiser Permanente Medicare Advantage Form.

Q8. What happens to my medical coverage if I do not elect to enroll in Medicare Part B?

A. If enrolled in CareFirst:

Your claims will be paid as if you had Medicare. **That means the PGCPS plan will not pay any portion of the claims that would have been paid by Medicare (generally 80% of the cost).**

If enrolled in CVS/Caremark prescription:

If you are enrolled in Medicare Part A, your prescription coverage will transition to SilverScript. If you are not enrolled in Medicare Part A, your prescription coverage will be cancelled and you will no longer have prescription coverage with PGCPS.

If enrolled in Kaiser:

Your Kaiser coverage will be cancelled. You will automatically be enrolled in the CareFirst medical plan and the SilverScript prescription plan. Note: You will be subject to the restrictions listed above.

Q9. I am currently enrolled in family coverage as an active employee. However, my spouse is Medicare eligible and my over age adult dependent child is still covered under my plan. When I retire does my spouse need to enroll in Medicare Parts A and B?

- A. Yes, as a retiree you must enroll in Medicare Parts A and B, whenever, you or your spouse is eligible for Medicare. You will be covered under the family plan as a retiree. Whomever is Medicare eligible will have Medicare as their primary coverage. (See questions 5 & 6 for more details).

Q10. Can I continue my health insurance coverage if I move out of the area?

- A. If enrolled in CareFirst:

Yes. However, your coverage will change. Upon notifying the Benefits Services of your new address, you will be enrolled in the Out of Area plan. The out of area plan is subject to deductibles, out of pocket maximum and coinsurance. A summary of the Out of Area plan can be found on the [Benefits webpage](#).

If enrolled in Kaiser:

If you move outside of the Kaiser service area, you can no longer participate in the Kaiser plan. You must notify the Benefits Services if you wish to continue with medical coverage. You will be given the opportunity to elect to enroll in the CareFirst medical plan and Caremark prescription plan.

Q11. What happens to my PGCPS basic life insurance?

- A. If eligible, your basic life insurance will continue at a reduced rate. The benefit amount after retirement is reduced to 25% of what it was as an active employee to a maximum of \$25,000.00

Q12. What happens to my Flexible Spending Account (FSA) if I stop working (retire)?

- A. If you stop working for your employer or you lose your FSA eligibility, your plan participation and your pre-tax contributions will end automatically. Expenses for services you have after your termination date are not eligible for reimbursement.

Q13. How do I change my mailing address?

- A. To change your mailing address with State Retirement Agency you may submit the information by the following means:
- Print Form 77: Retiree Change of Address from the retirement agency web site and mail or fax it back
 - Log into mySRPS to update your contact information
 - **To change your address with PGCPS contact your Benefits Coordinator at 301-952-6600.**

Q12. How do I change my Direct Deposit?

- A. In order to change your direct deposit you must complete Form 85: Electronic Funds Transfer (Direct Deposit). You will complete Section I and your financial institution will complete Section II. Once the form is completed you must submit it to the State Retirement Agency. It takes approximately 30 to 45 days to update your direct deposit.

Q13. How do I change my federal and/or Maryland State taxes withheld from my pension?

- A. You can change your tax withholdings at any time by completing a new Form 766: Federal and Maryland State Tax Withholding Request. Completing a new form 766 will revoke any prior federal and state tax withholding. Please note both sections of the form must be completed to process.

IRS tax regulations require your federal tax withholding to be calculated using IRS tax withholding tables. You must designate your marital status and number of allowances on line 2 of the form. You can also designate an additional amount to be withheld on Part I, line 3 of Form 766. For more information regarding federal taxes please visit the IRS website.

For Maryland taxes you will designate the flat dollar amount you wish to have withheld. Please note that the State Retirement Agency can only withhold state taxes for the State of Maryland. For more information on Maryland state taxes please visit the Comptroller of Maryland website.

Q14. What is my PIN and what is it used for?

- A. When you call MSRS' interactive phone system to access your personal account information, you'll need to enter your Social Security number and four-digit Personal Identification Number, or PIN. Your PIN is the month and year of retirement. For more information contact a retirement benefits specialist.

Q15. Where do I return my laptop/computer?

- A. Return to one of the Technology Distribution Centers:

DuVal High School 240-206-6585 / Gwynn Park 240-348-6159

Q16. When do I lose my access to Oracle and email?

- A. You will have access to Oracle and email through your last day of employment.

Q17. When will my supervisor/principal be notified of my retirement status?

- A. When your completed retirement application is returned to Benefits Services your retirement information will be entered into Oracle. Human Resources will be notified of your pending retirement date at that time and your supervisor/principal will receive a notice informing them of your retirement date.
- B. Please **DO NOT** complete the Employee Voluntary Resignation in Oracle Self Service

Please Note: You may be entitled to elect COBRA continuation coverage under the health FSA and receive reimbursement for qualified expenses incurred after your termination, but only if you continue to make the required FSA COBRA premium payments using your money after taxes have been taken out. However, you generally do not have the right to elect COBRA continuation coverage if the cost of COBRA continuation coverage for the remainder of the plan year equals or is more than the amount left in your FSA. Please see your Summary Plan Description for specific rules that apply to your FSA plan.

Useful Information

Maryland State Retirement System Contact Information

- **Email:** www.sra.state.md.us
- Toll-free: 1-800-492-5909 ; Local: 410-625-5555
- TDD/TTY: 410-625-5535
- **Fax:** Member Services: 410-468-1707, Disability Applicants: 410-468-1659
- **Address:**
 Maryland State Retirement Agency
 120 East Baltimore Street
 Baltimore, MD 21202

2023 Deposit and Check Dates

Note: All checks must be direct deposited unless the retiree lives outside of the US or has been approved by SRA for a hardship waiver. In some cases the first pension installment is a paper check. Remaining installments are direct deposited.

MONTH	DEPOSIT DATE*	CHECK DATE**
January	Tue 31	Tue 31
February	Tue 28	Tue 28
March	Fri 31	Fri 31
April	Fri 28	Sat 29
May	Wed 31	Wed 31
June	Fri 30	Fri 30
July	Mon 31	Mon 31
August	Thu 31	Thu 31
September	Fri 29	Sat 30
October	Tue 31	Tue 31
November	Thu 30	Thu 30
December	Fri 29	Sat 30

* MSRS will mail an advice slip *only* in January, July, and any month in which there is a change to the retiree's net payment amount, or their bank account number or routing number.

** If a check is issued, the main post office receives retirement checks by 3 p.m. on the previous day, and then distributes them to local post offices for delivery.

MSRS issues pension/retirement payments. PGCPS has no control on when the payments are processed. MSRS requests that all retirement paperwork be received by them 30-45 days prior to the effective retirement date. Forms that are completed and sent less than 30 days before the retirement date may be delayed in processing and you may not receive your first retirement check at the end of month. The first check may be delayed until the end of the next month.

Retiring with Less than 12 years of service?

Health Insurance

As a retiree with less than 12 continuous, consecutive years of service, you are eligible to continue your group health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. Our COBRA third party administrator is HealthEquity|WageWorks. Your enrollment information will automatically be sent to HealthEquity|WageWorks. Once HealthEquity|WageWorks receives your enrollment information, they will generate an Election Notice for you to enroll in COBRA.

In order to continue your coverage under COBRA, you must complete the Election Notice (either online or via mail). If you elect to continue coverage under COBRA and you become Medicare eligible (age 65), you **must** elect to enroll in Medicare Part B. Medicare will become primary and your COBRA coverage (under CareFirst or Kaiser) will become secondary.

The cost to continue your coverage under COBRA is 100% of the full premium plus an administrative service fee of 2% (See Rate Chart on reverse side). If you need further information about continuation of coverage, you may contact HealthEquity|WageWorks **after July 1** at 1-877-722-2667 or via their website: wageworks.com

Life Insurance

As a retiree with less than 12 continuous, consecutive years of service, you are eligible to continue your life insurance coverage with Metlife. Metlife will automatically send you a notice of conversion to continue your life insurance coverage.