

FRS Investment Plan

Dear Employee,

This is in response to your inquiry concerning retirement. Please call the MyFRS Financial Guidance Line to speak with an Ernst & Young financial planner for guidance. The MyFRS Financial Guidance Line toll-free number is 1-866-446-9377, Option 2. In order to prepare for your retirement, please visit MyFRS.com. Under the heading of “Retirees” located in the middle of the page, you can obtain the Investment Plan Termination Kit. If you need information on Social Security and Medicare, please call them at 1-800-772-1213 (or website www.ssa.gov).

Under the Investment Plan, a distribution can be requested once you have been off all FRS-covered payrolls for 3 full calendar months, unless you meet the normal retirement requirements of the FRS Pension Plan, in which case you may receive a one-time distribution of up to 10% of your account balance after 1 calendar month, and the remainder after 3 months. Normal retirement requirements for the Pension Plan are age 62 and 6 years of creditable service, or 30 years of FRS covered service regardless of age.

In order for me to provide you with an appointment to process your retirement application, you must terminate your employment. Please present your manager written notification of your intentions to retire and include the effective date at least one month in advance. JHS managers are now required to use Lawson Manager Self Service (MSS) to enter these types of actions. Upon HR-Benefits receiving confirmation that the electronic PAM has been approved, you will be contacted with an appointment. Please be advised that you will need to provide identification (such as your FL Driver License or FL ID) for the notary public on the day of your appointment to process your retirement.

Employee group coverage is cancelled the last day of the pay period in which the separation of employment date falls and for which you experience a regular insurance deduction or made direct payment to Jackson Health System. At the time of retirement, you will have the opportunity to change your insurance election and enroll in any of the available JHS Retiree Insurance plans if you are currently insured. Any dependent that is currently insured under your plan may also be maintained on your coverage.

The Jackson Health System- Selection Form for New Retirees has been included your packet to allow you time to review the insurance coverage and monthly rates so that you will be prepared to make your selection at the time of your appointment. If you are electing life insurance, you will need to provide the date of birth and social security number of your beneficiary (beneficiaries). **In order to be eligible to enroll in the Retiree Group insurance upon retirement from Jackson Health System/Public Health Trust, you must transition into retirement within 30 days of your termination date. You will have 30 days from your termination date to enroll or change your Retiree insurance election.**

If you need information on Social Security and Medicare, please call them at 1-800-772-1213 (or website www.ssa.gov). Please contact an authorized 403b/457 representative from the attached contact list in the event that you would like to shelter your Personal Leave/Extended Illness payout from taxes. You will need to meet with the tax shelter representative to obtain the appropriate form(s). We recommend that you print a copy of your latest check stub to assist you in determining your payout. The completed and signed payroll authorization form must be turned in on the day of your appointment.

If you have reached normal retirement date (age 62 with 6 years of vested service or 30 years of service at any age), you may qualify for Health Insurance Subsidy (HIS). The Health Insurance Subsidy is a payment to retired members that will assist in payment of insurance cost (it is not a health insurance). Eligible retirees will receive \$5 for each year of service (minimum \$30 per month and maximum \$150 per month). You will need to provide proof of your birth date at the time of your appointment for the HIS application.

The Florida Retirement System (FRS) will accept legible photocopies of one of the following (except for g.):

- a. Birth Certificate
- b. Delayed birth certificate
- c. Census report more than 30 years old
- d. Life Insurance policy more than 30 years
- e. Letter from the Social Security Administration stating the date of birth it has established for the payment of benefits
- f. Certificate of Naturalization
- g. In the absence of one of the above, a document from two of the following
 - (1) Birth certificate of child, showing age of parent (limit one)
 - (2) Baptismal certificate more than 30 years old
 - (3) Hospital record of birth
 - (4) School record at time of entering grammar school

Please have your manager email me upon receipt from Process Flow that the electronic PAM has been approved so that I may contact you with an appointment.

Regards,

Benefits
Human Resources Capital Management