



**Don't Guess -Get The Facts!  
Retiring from Maricopa County**



# Retirement Checklist

- ✓ Contact applicable retirement system
- ✓ Submit retirement letter to your supervisor/manager
- ✓ Learn about final payroll information
- ✓ Choose a health insurance option
- ✓ Request the Health Insurance Premium Benefit
- ✓ Learn about the PEHP



# Contact Your Retirement System

**Contact your retirement system 60-90 days prior to your expected retirement date**

Your retirement system can help you with:

- Your monthly estimated pension and pension set-up options
- Submitting the necessary retirement forms
- Answering questions about a service purchase or returning to work after retirement

**Arizona State Retirement System - (602) 240-2000**

**Public Safety Personnel Retirement System**

(which includes CORP/EORP) - (602) 255-5575



## Notification of Retirement

- Submit your retirement letter to your supervisor or manager at least two weeks in advance of your retirement date
- Notify the Payroll Department at (602) 506-3519 if you will be moving
- State your last day of work and be sure to work on your last day as you will need to return your ID badge, bus card, keys, laptop, cell phone, etc. You may also be asked to complete an exit interview



## **“Active” to “Retired”**

Once you submit your retirement letter, your employment status will change from “active” to “retired” in the Payroll System. The following will occur:

- Maricopa County’s COBRA administrator (ADP) is notified of your retirement and will mail your COBRA enrollment information to your home address
- The Payroll Department will finalize your retirement system’s request for final payroll information
- If you are eligible, a Post Employment Health Plan will be set up in your name



## Final Paycheck

- Your final paycheck will be issued in the same manner in which your active employment status paychecks were issued
- Any earned, unused Vacation Hours are automatically paid to you on your final paycheck
- Any Sick Hours under 1,000 are forfeited
- If you are eligible, any Sick Hours over 1,000 are converted to a \$10,000 Post Employment Health Plan through Nationwide Retirement Solutions



## When Do My Benefits End?

**Benefits termination will occur the last day of the month in which benefits ineligibility occurs**

- Example: You retire on September 20<sup>th</sup>. Active benefits terminate the last day of the month, September 30<sup>th</sup>.



## **When Do My Benefits End?**

### **When do claims for reimbursement of health care expenses from my Flexible Spending Account (FSA) have to be filed?**

- Requests for reimbursement of health care expenses incurred between July 1, 2015 through the last day of the month in which your employment ends must be filed within 60 calendar days from your benefits end date

### **What happens to my life insurance after retirement?**

- Your group term life insurance terminates on the last day of the month in which your employment ends. You have 45 days from that date to apply for and pay to port to an individual life insurance policy through ReliaStar Life Insurance Company



## When Do My Benefits End?

### What happens to my MetLaw Hyatt Legal Plan after retirement?

- Your group legal plan terminates on the last day of the month in which your employment ends.
- You have 30 days from your last day of employment to apply for and pay to port to an individual policy through MetLaw Hyatt Legal. Enrollment is prepaid via remittance of a lump sum payment equal to the legal plan's monthly rate times 30 months ( $\$15.75 \times 30 = \$472.50$ ).



## **When Do My Benefits End?**

### **What happens to my Health Savings Account (H.S.A.) when I retire or leave employment with Maricopa County?**

- When you leave the County, your H.S.A. is converted into a “Free Agent” account by the bank. If you are no longer covered by a qualifying high deductible health plan, you cannot continue to contribute to your H.S.A. You will be responsible for the monthly administration fees. However, you can use the existing funds in the account to pay for qualified medical expenses.
- After you turn age 65 or become eligible for Medicare, you may withdraw money from your H.S.A. for nonmedical purpose without a penalty. The withdrawal will be subject to normal income tax as it is treated as retirement income. Contact the bank for more details.



## Health Insurance Options

- COBRA
- Retirement System Plan
- Coverage through Spouse
- Medicare or Medicare Advantage Plan (if age eligible)
- Other individual plans (i.e. through Cigna directly)
- Health coverage through the Marketplace (Public Health Insurance Exchange) as a result of the Affordable Care Act



# COBRA

## What is COBRA?

- COBRA (Consolidated Omnibus Budget Reconciliation Act) allows you to temporarily continue your group health insurance coverage after you retire from the County. If you enroll in COBRA, you will be responsible for paying the entire premium (employee and employer portions) plus a 2% administration fee. The standard duration of coverage through COBRA is 18 months.

## When is COBRA effective?

- You must complete COBRA enrollment and pay the first month's COBRA premium before your COBRA coverage is processed. Your benefit effective date will be retroactive to the day following the date your benefits ended as an active employee. Therefore, there will be no gap in benefits coverage.



# COBRA

## How do you enroll?

- Once your group benefits as an active employee are terminated, ADP (Maricopa County's COBRA administrator) will mail a COBRA enrollment packet to your home address (that is listed in the Payroll System). It will take approximately 2-3 weeks **after your benefits termination date** to receive your COBRA packet in the mail. During this period of time, there is no insurance coverage in force. However, once you enroll, coverage will be retroactive so that there is no gap in coverage.

## You may complete enrollment via:

1. The COBRA enrollment form that is mailed to your home address (mail or fax it back to ADP); or
2. By making your elections online via the ADP COBRA website: <https://www.benedirect.adp.com/>



# COBRA

- You have 60 days from the date your COBRA packet was mailed to enroll in COBRA benefits. You have 45 days from the date you enroll in COBRA to make your first premium payment. If this does not occur, you forfeit your COBRA rights and will no longer be eligible for COBRA. There are no exceptions to this rule.
- You and/or any dependents you currently cover under your plans may enroll in COBRA if Medicare (either Part A or Part B) was in effect prior to leaving the County. However, if you become Medicare-eligible while on COBRA, you will not be able to continue your medical benefits under COBRA.
- Medicare coverage is primary and COBRA coverage is secondary.
- COBRA allows continuation of your current coverage that you had elected as an active employee. You will not be able to change your medical, prescription, dental, or vision plan until the next COBRA Open Enrollment period.

# FY2015-16 COBRA Combined Medical, Prescription,

## Behavioral Health Rates



Plan	Tier	Monthly Total Premium Non-Smoker	Monthly Total Premium Smoker
Cigna HMO	Beneficiary	567.30	587.70
	Beneficiary + Spouse	1,148.11	1,168.51
	Beneficiary + Child(ren)	935.48	955.88
	Beneficiary + Family	1,518.74	1,539.14
UnitedHealthcare PPO	Beneficiary	590.48	610.88
	Beneficiary + Spouse	1,219.33	1,239.73
	Beneficiary + Child(ren)	999.76	1,020.16
	Beneficiary + Family	1,620.74	1,641.14
UnitedHealthcare HDHP	Beneficiary	509.68	530.08
	Beneficiary + Spouse	997.75	1,018.15
	Beneficiary + Child(ren)	805.48	825.88
	Beneficiary + Family	1,339.21	1,359.61



# FY2015-16 COBRA Vision Rates

Other Services	Monthly Total Premium
Employee Assistance Program (EAP)	2.63

Plan	Tier	Monthly Total Premium
Avesis	Beneficiary	6.94
	Beneficiary + Spouse	13.28
	Beneficiary + Child(ren)	13.44
	Beneficiary + Family	20.22



## FY2015-16 COBRA Dental Rates

Plan	Tier	Monthly Employee Premium
Cigna Prepaid DHMO	Beneficiary	8.16
	Beneficiary + Spouse	13.77
	Beneficiary + Child(ren)	19.11
	Beneficiary + Family	22.48
Cigna PPO	Beneficiary	33.35
	Beneficiary + Spouse	73.48
	Beneficiary + Child(ren)	79.50
	Beneficiary + Family	102.06
Delta PPO	Beneficiary	41.82
	Beneficiary + Spouse	92.17
	Beneficiary + Child(ren)	99.69
	Beneficiary + Family	128.17



## Retirement System Health Insurance Options

- Arizona State Retirement System (for Retirees from ASRS and PSPRS) offers several different options through UnitedHealthcare for both Medicare and Non-Medicare eligible individuals and their eligible dependents.
- ASRS offers retirement classes specific to health insurance benefit options. Information regarding dates and times of these classes can be found on the ASRS website: <https://www.azasrs.gov> or by calling (602) 240-2000. Please contact ASRS approximately 60 days in advance of your benefits end date to enroll in an ASRS health insurance plan.



## Other Health Insurance Options

You have the option to enroll in private, individual health insurance coverage through any other insurance company. You are not required to elect insurance coverage through either COBRA or ASRS.

- If you have a spouse who is working and has group health insurance coverage, you may be eligible to be added to that plan.
- If you are age eligible, you may wish to enroll in Medicare or a Medicare Advantage Plan.
- Most major insurance carriers have private, individual plans available (i.e. through Cigna directly).
- To learn more about the “Marketplace” or “Public Health Insurance Exchange,” go to [healthcare.gov](https://www.healthcare.gov).



## Health Insurance Premium Benefit (Subsidy)

- If you have at least 5 years of service with your retirement system and you have elected health insurance benefits through COBRA or with UnitedHealthcare through ASRS, you are eligible for a monthly payment to help reduce your health insurance premiums.
- If you are electing a UnitedHealthcare plan through ASRS, **you** must contact the appropriate retirement system to get the Health Insurance Premium Benefit started.
- If you enroll in COBRA, you must contact the Employee Benefits Division at (602) 506-1010 to initiate the Health Insurance Premium Benefit. The Employee Benefits Division will send the request to the appropriate retirement agency on your behalf.



## Health Insurance Premium Benefit (Subsidy)

The amount of your Health Insurance Premium Benefit depends on your years of service and your Medicare status.

Monthly Retiree Premium Benefit	WITHOUT MEDICARE		WITH MEDICARE Part A & B		COMBINATIONS	
	Retiree Only	Retiree & Dependents	Retiree Only	Retiree & Dependents	Retiree & Dependents, one with Medicare, the other(s) without	Retiree & Dependent, both with Medicare, other Dependents without
YEARS OF SERVICE						
<b>5.0-5.9</b>	\$75	\$130	\$50	\$85	\$107.50	\$107.50
<b>6.0-6.9</b>	\$90	\$156	\$60	\$102	\$129	\$129
<b>7.0-7.9</b>	\$105	\$182	\$70	\$119	\$150.50	\$150.50
<b>8.0-8.9</b>	\$120	\$208	\$80	\$136	\$172	\$172
<b>9.0-9.9</b>	\$135	\$234	\$90	\$153	\$193.50	\$193.50
<b>10.0 and up</b>	\$150	\$260	\$100	\$170	\$215	\$215



# Health Insurance Premium Benefit (Subsidy)

## Health Insurance Premium Benefit

### Base Premium Benefit

The monthly premiums shown in the charts on the preceding page are the full cost for the coverage(s). The Arizona State Retirement System, Public Safety Personnel Retirement System, Elected Officials Retirement Plan, and Corrections Officer Retirement Plan will provide payment toward insurance premiums for eligible members and their dependents. The charts below reflect maximum monthly subsidy amounts available for eligible members and their dependents.

Years of Credited Service	<u>MEMBER ONLY</u>		<u>MEMBER AND DEPENDENT(S)</u>		
	NOT MEDICARE ELIGIBLE	MEDICARE ELIGIBLE	ALL NOT MED. ELIGIBLE	ALL MED. ELIGIBLE	ONE WITH MEDICARE
<b>Elected Officials Retirement Plan (EORP)</b>					
5 - 5.9	\$90.00	\$60.00	\$156.00	\$102.00	\$ 129.00
6 - 6.9	\$112.50	\$75.00	\$195.00	\$127.50	\$ 161.25
7 - 7.9	\$135.00	\$90.00	\$234.00	\$153.00	\$ 193.50
8 - 8.9	\$150.00	\$100.00	\$260.00	\$170.00	\$ 215.00
<b>Corrections Officer Retirement Plan (CORP)</b>					
not applicable	\$150.00	\$100.00	\$260.00	\$170.00	\$ 215.00
<b>Public Safety Personnel Retirement System (PSPRS)</b>					
not applicable	\$150.00	\$100.00	\$260.00	\$170.00	\$ 215.00
<b>Arizona State Retirement System (ASRS)</b>					
5 - 5.9	\$75.00	\$50.00	\$130.00	\$85.00	\$ 107.50
6 - 6.9	\$90.00	\$60.00	\$156.00	\$102.00	\$ 129.00
7 - 7.9	\$105.00	\$70.00	\$182.00	\$119.00	\$ 150.50
8 - 8.9	\$120.00	\$80.00	\$208.00	\$136.00	\$ 172.00
9 - 9.9	\$135.00	\$90.00	\$234.00	\$153.00	\$ 193.50
10 +	\$150.00	\$100.00	\$260.00	\$170.00	\$ 215.00



## **Health Insurance Premium Benefit (Subsidy)**

### **Will I get a check in the mail for the Premium Benefit?**

- If you are electing coverage through COBRA, the Health Insurance Premium Benefit is paid by your retirement system to the Maricopa County Employee Benefits Division. The benefits office then notifies ADP, the administrator, to apply the premium benefit towards your health insurance premiums. Your ADP coupon (billing statement) will show the net amount due.

### **How long does it take for the Premium Benefit to be applied to my health insurance premiums?**

- Upon submission of a completed Health Insurance Premium Benefit Authorization form, it can take several billing cycles, usually 3 months, before you see the premium reductions reflected in your ADP coupon.



## Returning to Work Following Retirement

If you are of normal retirement age, you may return to work for an ASRS employer the day after retirement and work less than 20 hours a week for any length of time and remain eligible to continue receiving pension benefits.

### What if I work more than 20 hours a week?

- You may return to work the day after retirement and work 20 hours or more a week for 19 weeks in any fiscal year (including weeks prior to retirement) and continue to receive your pension benefit. After the 19th week, you must work less than 20 hours per week for the remainder of that fiscal year to remain eligible to continue receiving pension benefits.
- If you continue working 20 hours or more per week, you will resume active membership. The ASRS will suspend your pension benefit, and your employer will be required to withhold retirement contributions from your wages.



## Returning to Work (Continued)

### What happens after 12 months of Retirement?

- If you are retired and terminated employment at least 12 months earlier (not meeting the conditions for ASRS active membership during that period), upon reaching normal retirement, you may return to work for any amount of time and continue to receive pension benefits. You must notify the ASRS and your employer in writing of your intention to work and not have retirement contributions withheld from your wages and not accrue additional credited service or Long Term Disability benefits.
- At any time, you, as a rehired Retiree, can suspend your retirement benefit and resume active member status. While you remain in active status, you will earn additional credited service and can re-retire with a higher benefit after working more than 20 weeks.

### What if I return to work at a non-state retirement agency?

- You may choose to work for any non-state retirement agency for any amount of time for any amount of hours and it will not affect your retirement.

*\*For PSPRS Retirees please contact PSPRS for additional information for return to work Retirees.*



# Speaker

**Nationwide (800) 598-4457**

**Linda Pond (602) 293-1157**

**Jennifer Foglia (480) 433-8789**

*[www.maricopadc.com](http://www.maricopadc.com)*



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Retirement Solutions



# Post Employment Health Plan

## What is a Post Employment Health Plan (PEHP)?

- A PEHP is a unique Retiree benefit where Maricopa County contributes \$10,000 tax free to fund an investment account (post employment) to be used to pay for qualified medical expenses. The PEHP is established pursuant to Internal Revenue Code 501 (c) (9) (VEBA).

## Who is eligible for a PEHP?

- Maricopa County Retirees who meet all of the following criteria are eligible for a PEHP:
  - Retiree must officially retire on or after January 1, 2007 from Maricopa County as verified by the appropriate state retirement system;
  - By no later than his or her retirement date from Maricopa County, Retiree must file the required documentation for retirement with the appropriate state retirement system and must be set up to receive a pension from the appropriate state retirement system;
  - Retiree must have a minimum of 1,000 hours of accrued Sick Leave at the time of retirement.
- If Human Resources Payroll cannot verify retirement with the employee's respective retirement plan before final wages are paid the PEHP cannot be made retroactively.

A PEHP for the accumulated 1,000 or more hours of family/medical leave will be established for the surviving spouse and/or qualified dependents (as defined by the IRC 152 (a)) of a deceased employee upon the receipt and approval of the appropriate documentation.



## Post Employment Health Plan (continued)

- The PEHP is administered by Nationwide Retirement Solutions (NRS). NRS can be contacted at (602) 266-2733 for additional information.
- The principal advantage of the PEHP to the Retiree, their spouse and qualified dependent(s) is that the amount contributed to the plan by the employer, plus investment earnings of the contributions and the amounts distributed for the reimbursement of qualified health care expenses (as determined by IRC 213 (d)) are free from Federal and State income and FICA taxes.
- There is no time limit for using the funds in the PEHP. However, if you (and your qualified dependents) incur qualifying medical care expenses eligible for reimbursement, which equal or exceed your account balance, you will effectively terminate participation in the PEHP when the account balance is depleted. Benefit payments are limited to the amounts in a participant's account and the Retiree cannot make additional contributions to the PEHP.



## Post Employment Health Plan (continued)

- If you have no spouse or qualified dependents or the Administrator is unable to locate you within 36 months after attempting to do so, your account balance will be forfeited. Any amounts forfeited will be divided and reallocated in an equitable manner to the accounts of all the remaining members of the employee group who have a positive account balance. If you die, the funds in the PEHP are available for the use by your surviving spouse and/or qualified dependents (as defined by the IRC 152 (a)) to use for qualified health care expense.
- There is a 0.50% annualized asset fee that the Retiree is responsible for paying.



# PEHP Eligible Expenses

Retirees may access their PEHP account upon retirement to pay for qualified health care expenses as defined by IRC 213 (d) for themselves, their spouse and their qualified dependent(s). Only expenses incurred after the Retiree's retirement from Maricopa County qualify for reimbursement. Examples of qualified medical expenses include:

- Medical co-pays or deductibles which are your responsibility and are not reimbursed by insurance;
- Insurance premiums for coverage of medical and health care such as COBRA, Medicare Part B, Medicare supplemental insurance, and qualified long-term care;
- Dental care, including routine dental check-ups and any coverage premiums;
- Eye care, including examinations, glasses, contact lenses and any coverage premiums;
- Hearing care, including examinations, hearing aids and any coverage premiums;
- Routine physical examinations;
- Prescription drugs;
- Any other medical care item which is approved by the Administrator and which is consistent with the definition of "medical expenses" within the meaning of the IRS Publication 502.



# Post Employment Health Plan Investment Options

The Retiree may direct NRS to have contributions directed to the investment option of their choice. All deposits by Maricopa County will be made to the most conservative investment option in the group variable annuity product until the retiree makes a change. Changes to the allocations can be made by phone, Employee Application Form or via the Internet. Current investment options include:

- *Small-Cap Stocks*
  - Fid Adv Small Cap fd A
  - NW SmCap Indx A
  - CRM SmCap Val Inv
- *International Stocks*
  - JPM Intl Equity Fd Slct Sh
  - Oppenheimer Global A
- *Mid-Cap Stocks*
  - NW McCap Mkt Index Inst
  - MgrsAMGTmSquareMdCap Grinst
  - GdmnScs McCap Val A
- *Large-Cap Stocks*
  - AmFds Invmt Co Am R4
  - NW S P 500 Indx Inst Svc
  - AmFds Gr Fd Am R4
  - Invsco Gr Inc A
- *Bonds*
  - PIMCO Ttl Rtn A
- *Fixed Assets/Cash*
  - NW Mny Mkt Prm
- *Asset Allocation*
  - NW Inv Dest Mod Aggr Svc
  - NW Inv Dest Cnsrv Svc
  - NW Inv Dest Cnsrv Svc
  - NW Inv Dest Mod Cnsrv Svc
  - NW Inv Dest Mod Svc



# How to Obtain the Post Employment Health Plan

1. Retiree must meet the eligibility requirements.
2. Department Liaison completes a termination Personnel Action Form for the Retiree indicating retirement as the reason for separation.
3. Upon processing the Personnel Action Form, the Payroll Department verifies that the Retiree has retired with the appropriate retirement system and then notifies the Employee Benefits (EB) Division that a PEHP should be initiated.
4. EB verifies eligibility for the PEHP.
5. EB confirms with the Retiree that the Retiree approves of having a PEHP set up on his/her behalf.
6. EB obtains funding for the PEHP from the Retiree's department.
7. EB requests a payment of \$10,000 to be sent to NRS for deposit into the Retiree's PEHP.
8. EB provides NRS with Retiree information to set up the account.
9. EB mails PEHP packet to Retiree's home address.
10. Retiree may contact NRS prior to funding of the account to select their investment options.
11. If Retiree has not contacted NRS to determine their investment options prior to NRS's receipt of the \$10,000, NRS will establish an account investing the \$10,000 in the most conservative investment.
12. Retiree gains access to the PEHP.
13. Retiree may change allocation of investment by contacting NRS.
14. Retiree, spouse and qualified dependent(s) may submit claims and itemized receipts up to the account balance for reimbursement or set up a payment schedule for recurring payments.
15. Reimbursement of eligible expenses will be made directly to the Retiree or deposited in their checking account.



# Important Contact Information

- **ADP COBRA**
  - (855) 219-5022
  - <https://www.benedirect.adp.com>
- **ADP Flexible Spending Accounts**
  - (800) 654-6695
  - Claim & Substantiation Fax: (866) 392-4090
  - [www.flexdirect.adp.com](http://www.flexdirect.adp.com)
- **Catamaran Prescription Plan - Group #512229**
  - Member Services - (866) 312-1597
  - Prior Authorization - (877) 665-6609
  - Catamaran Home Delivery – (888) 637-5121
  - Briova Rx Specialty Pharmacy - (866) 325-1783
  - [www.mycatamaranrx.com](http://www.mycatamaranrx.com)
- **Cigna Medical Plan - Group #3205496**
  - Customer Service - (800) 244-6224
  - [www.mycigna.com](http://www.mycigna.com)
- **Cigna Dental - Group # 2465354**
  - Cigna Dental (PPO) - (888) 336-8258
  - Cigna Pre-Paid Dental – (800) 244-6224
  - [www.cigna.com](http://www.cigna.com)



# Contact Information

- **Delta Dental - Group # 4500**
  - (602) 938-3131 or (800) 352-6132
  - [www.deltadentalaz.com](http://www.deltadentalaz.com)
- **Nationwide Retirement Solutions**
  - **Deferred Compensation - (602) 266-2733**
  - (800) 598-4457
  - [www.maricopadc.com](http://www.maricopadc.com)
- **OptumRx (UnitedHealthcare HDHP with H.S.A.)**
  - (888) 876-7098
  - [www.myuhc.com](http://www.myuhc.com)
- **ReliaStar Life Insurance - Policy #67444-3**
  - (866) 369-9500
  - [www.ingemployeebenefits-us.com](http://www.ingemployeebenefits-us.com)



# Contact Information

- **Retirement Systems**
  - **Arizona State Retirement System**
  - Phoenix (602) 240-2000
  - Outside Phoenix (800) 621-3778
  - [www.azasrs.gov/web/index.do](http://www.azasrs.gov/web/index.do)
  - **Public Safety Personnel Retirement System**
  - (602) 255-5575
- **UnitedHealthcare**
  - Customer Service - (888)876-7098
  - [www.myuhc.com](http://www.myuhc.com)
- **Maricopa County Employee Benefits Division**
  - 301 W. Jefferson Street, Suite 3200  
Phoenix, Arizona 85003
  - (602) 506-1010
  - Fax: (602) 506-2354
  - TTY: (602) 506-1908
  - [www.maricopa.gov/benefits](http://www.maricopa.gov/benefits)
  - Email: [BenefitsService@mail.maricopa.gov](mailto:BenefitsService@mail.maricopa.gov)

**Important:** The information and benefits described herein are intended as a general overview. If there is a discrepancy between the information in this presentation and official plan documents, the official plan documents will govern.