



Retirement Checklist for 2001 Tier 2 Members

Use this checklist to guide your planning
one year prior to your retirement



12 Months

Before Retirement

Choose your retirement date

You may retire on the **first day** of any month during the calendar year. Most 10-month contract employees finish the school year in June and retire July 1.

GATHER PERSONAL DOCUMENTS:

- Birth certificate, REAL ID, Virginia driver's license, government-issued identification card, or passport (an expired passport is fine; a DD214 is also sufficient if you have had military service)
- DD214 military discharge form (only if you were called to active duty while working for FCPS)
- Spouse's proof of birth, marriage certificate, and Social Security card (if you're choosing a Survivor Option)

REVIEW ERFC AND VRS MEMBER HANDBOOKS:

- Read "[Planning for Your ERFC Retirement](#)" Chapter 9 of the 2001 Plan Handbook (<http://tinyurl.com/bdfdnnyx>)
- Review [VRS Plan 1 and 2 and Hybrid](#) (<http://tinyurl.com/4du64pvd>)

YOU HAVE SOME IMPORTANT BENEFITS DECISIONS TO MAKE:

1. Can I continue FCPS healthcare coverage in retirement? **For those employed as of 12/31/18:** You can if you were covered 60 or more continuous months immediately before retirement or you were employed with FCPS 15 or more years in a benefits eligible position. **For those hired on or after 1/1/19:** You can if you were employed 15 or more years in a benefits eligible position. Contact the FCPS Benefits office at 571-423-3200 for all insurance questions.
2. Enrolled in FCPS insurance? Are you or your spouse age 65 at your retirement? If so, you must be enrolled in Medicare part A and B effective on your retirement date. For more information, please use the following link: [FCPS Retirement](https://www.fcps.edu/about-fcps/employees/retirees) (<https://www.fcps.edu/about-fcps/employees/retirees>).
3. To continue VRS Optional Group Life Insurance Program if you've had it for 5 years preceding retirement, please call 1-800-441-2258.

9 Months

Before Retirement

Create a Retirement Estimate

Visit [ERFCDirect](http://www.ercfcdirect.com) (www.ercfcdirect.com) to create estimates for your prospective retirement date(s).

NEED ADDITIONAL HELP? CHECK OUT THESE VIDEOS:

- [How to run your own ERFC estimate](https://youtu.be/COh5t2xjOzQ) (<https://youtu.be/COh5t2xjOzQ>)

9 Months

Before Retirement

- [Understand your ERFC retirement estimate](https://youtu.be/uCy3QJU260) (<https://youtu.be/uCy3QJU260>)

THINGS TO REMEMBER:

- [Log in to your ERFCDirect](http://www.ercf.direct) (www.ercf.direct) and [myVRS](https://myvrs.varetire.org/login/) (<https://myvrs.varetire.org/login/>) accounts to calculate your own benefit estimates. If you're a 10-month employee, wait until after you receive your September paycheck to run your estimates.
- Meet with your financial/tax advisor (optional): Now is a good time to meet with your finance professional to discuss your retirement income and expenses, including taxes.

YOU HAVE SOME IMPORTANT SURVIVOR OPTION DECISIONS TO MAKE:

Will you select a survivor option for your monthly benefit? Refer to your estimate and to the link in your retirement packet cover letter for details about these choices.

6 Months

Before Retirement

Submit your HR-2 form in [FCPS StaffConnect](#)

Once your **Retirement from FCPS (HR-2) form** submission in [FCPS StaffConnect](#) (<https://tinyurl.com/ykh67zpj>) is approved, you'll receive an email from ERFC telling you to log in to [ERFCDirect](#) (www.ercf.direct) to begin your online retirement application. You'll also be assigned an ERFC retirement specialist.

Unused sick-leave hours automatically convert to retirement service credit: This will increase the amount of your payable benefits.

3 Months

Before Retirement

Complete and submit the ERFC/VRS retirement forms

- Your ERFC online retirement application is in your [ERFCDirect account](#) (www.ercf.direct) under **Online Forms** on the left or in the **Retirement Eligibility** box at the top.
- For VRS, click "[How to Complete Your Retirement Application](http://tinyurl.com/49xsffbc)" (<http://tinyurl.com/49xsffbc>).

Please Note: If you're retiring at the end of a school year, processing your paperwork may take longer since many members retire at that time.

3 Months Before Retirement

VRS requires that your completed retirement paperwork arrive at their offices in Richmond **60-90 days ahead** of your retirement date.

Schedule an appointment for help with your ERFC online retirement application (optional)

- Call us Monday through Friday from 8 a.m. to 4:30 p.m. at 703-426-3900 to schedule an appointment with your assigned retirement specialist.

Retirement Day



Collect your first paycheck as a retiree!

Retirees are paid on the last bank day of the month from ERFC and the first of the month from VRS (if the first falls on a weekend or holiday, the payment will be deposited on the last business day of the preceding month).

July 1 and August 1 retirees won't see deductions for dental or medical premiums until September.

Contact us with any questions



OFFICE

3110 Fairview Park Drive, Suite 300
Falls Church, VA 22042-4525
Open M-F from 8 a.m. to 4:30 p.m.

Walk-ins are welcome, but members with scheduled appointments will be given priority.

PHONE

703-426-3900

EMAIL

ERFCRetirement@fcps.edu

WEBSITE

erfcension.org