



**RETIREMENT SERVICES DIVISION MEMORANDUM 2022-01**  
**June 16, 2022**  
**TO THE HEADS OF ALL STATE AGENCIES**

**ATTENTION: All Human Resources and Payroll Officers**  
**SUBJECT: Available Tools for Retirement**

The Retirement Services Division of the Office of the State Comptroller (RSD) offers many different resources and tools to help State employees understand both the retirement process in general and the narrow changes to retirement rules that will go into effect on July 1, 2022.

This Memorandum will provide some of those resources and explain where the others can be found.

**1. Basic Resources on the OSC Website**

The website of the Office of the State Comptroller (OSC) features written and recorded resources that explain the features and rules of the various plans within the State Employees Retirement System (SERS)—including explanations of the rule changes for members who retire on or after July 1, 2022.

**a. Understanding SERS Retirement Plans**

Written summaries of the rules governing each of the SERS retirement plans are available at: <https://www.osc.ct.gov/rbsd/stateretire.htm>.

Use the link for “Plan Summary” or “Summary Plan Description.”

Video Workshops explaining the basic rules of retirement for members of Tiers II and IIA, and for Hazardous Duty members, are available at:

<https://www.osc.ct.gov/rbsd/stateretire.htm>.

Use the link for “Video Workshop.”

**b. Estimating Retirement Benefits**

Tools for estimating the retirement benefits of individual members of Tiers I, II, IIA, and III, as well as retirement benefits for Hazardous Duty members, are available at: <https://www.osc.ct.gov/rbsd/stateretire.htm>.

Use the link for “Estimate Your Benefit.”

An online Benefit Estimator that allows members to compare estimates of their retirement benefits based on different dates of retirement, including dates before and after July 1, 2022, is available at: <https://osc.ct.gov/2022-retirement/calculator-disclaimer.php>.

### **c. Informational Sessions for Employees Retiring Before July 1**

The RSD is conducting live, on-line sessions to address the questions of employees who plan to retire on or before July 1, 2022. The sessions begin with a short, recorded presentation explaining the basics of the retirement process. After the presentation, employees may unmute and pose their questions directly to members of the staff of the RSD and the DAS Benefits and Leaves POD5.

To participate in these sessions, employees must reserve a space through the online booking link:

<https://outlook.office365.com/owa/calendar/RetirementServicesDiv@ct.gov/bookings/>

Future sessions for July and August 2022 will be added to this link in the near future.

### **d. 2022 Changes**

Resources relating to the rule changes that will go into effect on July 1, 2022, are available at <https://osc.ct.gov/2022-retirement/>.

On that page, you will find links to:

- The RSD Memorandum explaining the 2022 changes
- Answers to Frequently Asked Questions
- An online Benefit Estimator that allows members to compare estimates of their retirement benefits based on different dates of retirement
- Recorded webinars explaining the 2022 changes

### **e. Customer Service**

Employees with questions may also contact the RSD's Customer Service Center, at: [osc.rsd@ct.gov](mailto:osc.rsd@ct.gov) 860-702-3480.

## **2. Retiree Health**

SERS retirees are eligible for health insurance benefits. Retiree health coverage is effective on the first day of the month following the month in which a member retires. For example, if a member retires as of July 1, his or her retiree health insurance coverage will begin on August 1.

- Detailed information about retiree health insurance, including descriptions of the various coverage options, is available at: [State - Care Compass \(ct.gov\)](#).
- Retirement open enrollment planners are available from Care Compass at: <https://carecompass.ct.gov/retirees/>.

- Employees with questions about plan comparisons, doctor networks or other coverage details, may contact the Anthem Health Navigator at 1-866-611-8005 or [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com).
- Early retirees may be subject to significantly higher premiums for their retiree health insurance. Information about these rates is contained in Attachment C to the 2011 SEBAC agreement (“Health Care Premiums for Certain Early Retirees”).
- The agreement is online at:  
<https://www.osc.ct.gov/empret/healthin/2011hcplan/SEBACAgree2011.pdf>.

Attachment C appears on page 21 of the agreement.

- Information about Medicare Part B reimbursement is available at:  
<https://www.osc.ct.gov/medbreimbursement.html>.

### 3. COLA Rules and Changes

Many employees have questions about how cost-of-living adjustments (COLAs) are made to protect the value of retirement benefits. Employees also have questions about how the COLA rules will change as of July 1, 2022.

The following chart lays out the basic COLA rules:

#### ***Cost of Living Adjustment (COLA) under the SERS Plans***

You will be eligible for an annual cost of living adjustment if you have at least 10 years of actual state service or transition directly into retirement. The COLA formula uses a portion of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the 12 months immediately preceding your COLA anniversary date.

<b>Features</b>	<b>Retirements through 7/1/2022</b>	<b>Retirements after 7/1/2022</b>
First COLA	Earlier of January or July 1 following 9 months of pension payments. Annually thereafter.	After 30 months of pension payments. Annually thereafter.
Formula	60% of CPI-W up to 6% plus 75% of CPI-W above 6%	When CPI-W is above 2%: 60% of CPI-W up to 6% plus 75% of CPI-W above 6%  When CPI-W is 2% or less: 100% of CPI-W
Range	2% (minimum) to 7.5% (maximum)	CPI-W to 7.5% (maximum)

#### 4. Supplemental Benefits

SERS retirees may receive benefits, such as group life insurance, that are provided through outside vendors.

General information about the State Group Life Insurance plan is available at: <https://www.osc.ct.gov/empret/grouplife/contents.htm>

Questions about the plan may also be addressed to the RSD's Customer Service Center, at 860-702-3480 or [osc.rsd@ct.gov](mailto:osc.rsd@ct.gov).

Explanations of other supplemental benefits that are provided through third party vendors can be found here: [EmployeeHandbook.pdf \(ct.gov\)](#) or here: [Supplemental Benefits - Care Compass \(ct.gov\)](#).

Employees with questions about a deferred compensation plan (the Alternative Retirement Program (ARP), the State's 403(b) plan, or the State's 457 plan) can contact Empower directly, at:

<https://www.ctdcp.com/> **844-505-SAVE** (844-505-7283)

[WORK SAVE Play: State of Connecticut Defined Contribution Plans \(ctdcp.com\)](#)

\* Hearing Impaired: Call (TDD) 877-760-5166

#### 5. Beginning the Retirement Process:

##### a. Intent to Retire

Employees who have decided to retire, and who are within the scope of the DAS Benefits and Leaves Pod5, should begin the process by completing and submitting a Notice of Intent to Retire and Retirement Information Form. That form is available at: [NOTICE-OF-INTENT-TO-RETIRE-AND-INFORMATION-FORM-002-fillable-Rev-Nov-2020-Rec-02-2021.pdf \(ct.gov\)](#).

**All other** employees should contact the Human Resources or Payroll department of their employing agencies. They **need not** complete a Notice of Intent form.

##### b. Where to Find Forms

Other retirement forms are available at: <https://www.osc.ct.gov/rbsd/forms.html>

Retiree health forms are available at: <https://www.osc.ct.gov/agencies/forms/pdf/CO-744-REV%2010.2020.pdf>

Please note that employees **should not** submit their retirement forms directly to the RSD or the OSC. The RSD will accept only those forms that have the required agency signatures.

### **c. Additional Documentation**

Employees who intend to retire will be required to provide the following documents. Please note that these need not be original documents; copies of the originals will be accepted:

- The retiree's birth certificate
- If the retiree is married, then his or her spouse's birth certificate
- If the retiree is married, then his or her marriage certificate, issued by a government agency (church certificates will not be accepted)
- The birth certificate of each child who will be enrolled in health benefits

If any of these documents is not in English, the employee must also provide a certified translation.

If the employee, the employee's spouse, or any of the employee's dependents were born outside of the United States and do not have a birth certificate, the employee may provide an affidavit, instead. The form of the affidavit is available from agency Human Resources departments and/or the DAS Benefits and Leaves POD5.

### **d. Medicare Enrollment**

If a retiring employee and/or the employee's spouse is age 65 or older, then the employee and/or spouse you will be required to provide a copy of a Medicare Card, showing enrollment in both Part A and Part B. The employee and/or spouse will also need to provide a copy of a letter from the Social Security Administration, showing the cost of his or her Medicare Part B insurance.

This information may not be available at the time the employee submits his or her your retirement paperwork, since retiree health benefits are not effective until the month following retirement. It's important to provide this information when it is received, and not later than 60 days following the employee's retirement date.

### **e. Taxation of Monthly Pension Benefits**

Monthly pension payments are subject to federal and state income taxes. They are not subject to Social Security or Medicare taxes.

SERS retirees have the option of having federal taxes withheld from their pension payments. The State of Connecticut *requires* Connecticut residents to have their Connecticut income taxes withheld from taxable pension payments.

Connecticut residents may designate the amount of their withholding on a CT-W4P form. If a retiree who resides in Connecticut fails to submit this form, the State will withhold 6.99% of the retiree's pension payment.

## 6. Resources for Retired Members of SERS

Once an employee becomes a retiree, he or she can contact the following units for questions regarding pension, payroll, benefits, etc.

- Retiree Portal <https://retirees.ct.gov/psp/RPPRD/?cmd=login&languageCd=ENG&>
- Retirement Payroll Schedule <https://www.osc.ct.gov/rbsd/retpay/index.html>
- Retirement Payroll Unit: [osc.retireepayrollunit@ct.gov](mailto:osc.retireepayrollunit@ct.gov)
- Retiree Health Insurance Unit: [osc.rethealth@ct.gov](mailto:osc.rethealth@ct.gov) Fax: 860-702-3556

Questions regarding the information provided herein may be sent to the Retirement Services Division by email, at [osc.rsd@ct.gov](mailto:osc.rsd@ct.gov).

Very truly yours,

By:

John Herrington, Director  
Retirement Services Division