

Perth Amboy Board of Education

ADMINISTRATION HEADQUARTERS BUILDING

178 Barracks Street

Perth Amboy, New Jersey 08861

Tel: (732) 376-6200 Fax: (732) 638-1004



Derek J. Jess

School Business Administrator/

Board Secretary

PROCEDURES FOR THOSE CONSIDERING RETIREMENT

If you are considering retirement, please review the following information which will be of assistance to you.

First, you **MUST** register for MBOS (Member Benefit Online Service) to complete and submit your Retirement Application via the web - www.state.nj.us/treasury/pensions. Applications should be filed with the state at least sixty (60) days prior to your date of retirement.

Second, you must send a letter stating the effective date of your retirement to the following:

- Superintendent
- Director of Personnel and Evaluations
- Your building principal

Please note that your retirement is not effective until the State approves your retirement and sends an approval letter to the board office.

Third, you must contact the Department of Pensions and Benefits to verify your eligibility to participate in the State Health Benefits Program. Information concerning this program will be sent to you from the Pension Fund. Information is also available via the web on www.state.nj.us/treasury/pensions. If you wish to continue dental and vision coverage through the district, you may do so however you will be responsible for the cost of coverage, which will be the current premium as determined by the Board's insurance carrier. Information for dental and vision benefits are attached. Premiums must be paid in advance on a quarterly basis. Failure to provide prompt payment will result in a termination of these benefits. You must opt for this coverage prior to your retirement. Once you have retired, you can no longer apply for these benefits.

If you are not eligible for the State Health Benefits Program, you may continue to purchase medical benefits through the district. Medical coverage for retirees is the same as active employees, with the exception of the prescription benefits. Information on these benefits is attached. A new medical ID card will be issued to you upon acceptance of these benefits. If you have chosen not to take these benefits, your health insurance will be terminated on the effective date of your retirement and you will not be permitted to enroll at a later date.

Your NJ Division of Pension's Group life insurance policy may be converted to a personal policy within thirty-one (31) days of your retirement by contacting Prudential at (800) 262-1112.

If you participate in The Hartford's voluntary life insurance plan and wish to continue your coverage upon retirement, please complete the attached application and submit it to The Hartford Life Insurance. For questions regarding your current life insurance coverage, please contact Leyshla Moscoso at 732-376-6200, ext. 30-124 or via e-mail at leysmoscoso@paps.net.

Please review the current AFT contract regarding reimbursement of accumulated sick days upon retirement. You may also contact Maria Alvarado in Human Resources at 732-376-6200, ext. 30-153 or via e-mail at marialvarado@paps.net regarding this reimbursement.