



# 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/bdfdnnxy>)
- ☐ 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>).
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](#) ([www.erfc.direct](http://www.erfc.direct)) 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>)

## 9 Months

Before Retirement

- ☐ **Understand your ERFC retirement estimate** (<https://youtu.be/uCy3QJUZ260>)

### THINGS TO REMEMBER:

- ☐ **Log in to your ERFCDirect** ([www.erfc.direct](http://www.erfc.direct)) and **myVRS** (<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.erfc.direct](http://www.erfc.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.erfc.direct](http://www.erfc.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>).

**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](mailto:ERFCRetirement@fcps.edu)

#### WEBSITE

[erfcension.org](http://erfcension.org)