

## INITIATE YOUR RETIREMENT PROCESS

To initiate your retirement you must notify the Florida Retirement System & Hernando County School District.

### 1. FLORIDA RETIREMENT SYSTEM (FRS):

- **Investment Plan Members** - Contact My FRS Financial Guidance line at 866-446-9377. You may have to wait up to three calendar months to receive a distribution. FRS will be notified that you have ended employment via HCSD Payroll.
- **Pension Plan Members** - Contact the calculations department at (844)377-1888. Complete Forms FR-11 and FRS-11o, return the completed forms to HCSD Benefits with a copy of your birth certificate. Benefits will complete the Employer Certification section and forward the completed forms to FRS.
- **For Disability Retirement** - Contact the disability sections at (844)377-1888. Complete Forms FR-13, FR-13a and FR-13b and return to FRS..
- **For Participation in the Deferred Retirement Option Program (DROP)** - Contact the calculations department at (844)377-1888. Complete Forms DP-11 and DP-ELE, return the completed forms to HCSD Benefits with a copy of your birth certificate. Benefits will complete the Employer Certification section and forward the completed forms to FRS.
- **To Terminate from the Deferred Retirement Option Program (DROP)** - Contact the FRS DROP Termination Unit at (844)377-1888. FRS will mail you a termination form. Return the completed form to HCSD Benefits. Benefits will complete the Employer Certification section and forward the completed form to FRS.
- **Health Insurance Subsidy (HIS)** - You may be eligible to receive additional money from FRS to help offset some of the cost of maintaining health insurance coverage. The current subsidy payment is \$5 per month for each year of creditable service at retirement, the maximum is \$150 per month. You will receive the subsidy application on or around the same time that you receive your first pension check from FRS. Contact the FRS Calculations Department at (844)377-1888, for more information.

To apply for service retirement or DROP via the Florida Retirement System you must submit a signed and notarized application form to the Bureau of Retirement Calculations Department. Applications are accepted up to six months prior to the date you expect to terminate employment or enter DROP. The law does not provide retroactive benefits for an employee who delays completing an application until after his/her resignation date. **It is the Employee's responsibility to initiate his/her retirement process, see Board Policy and Staff Handbook.**

### 2. HERNANDO COUNTY SCHOOL BOARD (HCSB):

- **Inform Your HCSB Administrator of your intent to retire**  
visit HCSB website at [hernandoschools.org](http://hernandoschools.org)  
click on JOBS  
click on..."Click Here" in the Current Employee Section  
enter your username and password (*see the bookkeeper at your site if you don't know it*)  
click on My HR Docs  
go to "Quick Submit Form" and arrow down  
click on Resignation/Retirement  
click submit  
complete the form  
scroll down to (select and action) arrow down and click submit
- **Vacation Pay, Terminal (Sick) Pay and Bencor**  
You may be entitled to Vacation and/or Terminal Pay, see Board Policy, contact the HCSD Payroll Department at (352) 797-7012 for information. If you are in an Administrative s, Instructional, Professional Technical and Confidential position some/all of your sick pay may be sent to Bencor. You can request a payout or rollover form from Bencor 30 days after your resignation date by calling (888)258-3422 option 1.
- **Health Insurance Benefits**  
After you complete a HCSD Personnel Action Form online, Benefits will send you a letter with instructions on how you can continue your health benefits. You must be vested via FRS at the time of your resignation with HCSD to be eligible for Retirement Health Benefits. Otherwise, you will be offered COBRA for 18 months, see Board Policy and Staff Handbook. For more information contact Benefits at (352) 797-7007.