



CalPERS

ICMA-RC is now

MissionSquare  
RETIREMENT



Medicare.gov

The Official U.S. Government Site for Medicare

## Retirement Planning Checklist

(use this checklist as a suggested guide in the retirement process)

### CalPERS Checklist:

- Create a personal my|CalPERS account
- Participate in a CalPERS retirement workshop/webinar
- View a CalPERS YouTube video
- Request a CalPERS monthly pension estimate
- Read a CalPERS publication like *"Planning Your Service Retirement"* (copies available in Personnel)
- Submit your CalPERS retirement application online or submit a paper application to CalPERS
- CalPERS contact information: phone# 888-225-7377, fax# 800-959-6545, [www.calpers.ca.gov](http://www.calpers.ca.gov)

Notes:

### County of Santa Cruz Personnel Checklist:

- Meet with Personnel regarding retiree health benefits
- How much will the County contribute towards retiree medical health premiums?
- When does retiree medical health benefits become effective?
- What is my out-of-pocket expense for medical health benefits?
- What about dental & vision coverage?
- When will I receive my COBRA packet?
- What happens to my accrued hours, vacation hours, sick hours, etc.?
- What is the difference between a separation date and a retirement date?

Notes:

### County of Santa Cruz Departmental Checklist:

- Submit Letter of Resignation to your supervisor
- Schedule a separation meeting with your supervisor (optional)
- Return County properties such as keys, badges, issued equipment, etc.
- Make arrangements with your dept. payroll clerk regarding your final paycheck (optional)

Notes:

## **Deferred Compensation Account Options:**

- ✚ You may leave your funds in the County's plan to continue receiving personalized and financial planning services, access to low-cost mutual funds and low administrative fees
- ✚ You may initiate installment withdrawals of your account balance upon separation
- ✚ You may take a fully taxable lump sum distribution of your account balance upon separation
- ✚ You may transfer your contributions to your new employer's plan or to an IRA
- ✚ You may leave your contributions in the County's MissionSquare Retirement 457 deferred compensation plan (plan assets will grow tax deferred until you reach age 72)
- ✚ You may elect to roll all (subject to deferral limits) or a portion of your vacation/sick/annual/administrative leave payoff into your 457 deferred compensation account (YOU MUST SUBMIT THIS REQUEST 4-weeks PRIOR to separation, contact Personnel for the appropriate forms)
- ✚ MissionSquare Retirement contact info: 800-669-7400, fax# 202-682-6439, [www.icmarc.org/santacruzca](http://www.icmarc.org/santacruzca)

## **Medicare Eligibility:**

If you are eligible for Medicare at the time of separation and are continuing your health benefits through CalPERS into retirement, you must enroll in Medicare Part A and Part B.

- ❖ You must apply for Medicare Part A and Part B online at [www.socialsecurity.gov](http://www.socialsecurity.gov) or by visiting your local Social Security Administration Office located at:  
169 Walnut Ave, Santa Cruz, CA OR 180 Westgate Dr, Suite 301, Watsonville, CA  
1-800-593-8523 or TTY 800-325-0778 1-800-521-3385 or TTY 800-325-0778
- ❖ You do NOT need to enroll in Medicare Part D, the prescription coverage is covered through your CalPERS supplemental plan
- ❖ You must certify your status with CalPERS by providing a copy of your Medicare card to CalPERS
- ❖ You must elect an appropriate CalPERS supplemental plan
- ❖ **Center for Medicare & Medicaid Services (CMS)**  
The CMS is a federal agency within the U.S. Department of Health and Human Services that administers the Medicare program and other programs and services.  
**Medicare Contact Information:** [www.medicare.gov](http://www.medicare.gov) or 1-800-MEDICARE (1-800-633-4227)

## **Other Important Information:**

- ✚ You are only eligible for County Retiree Medical Health Reimbursements if you maintain your own CalPERS health plan as a retiree
- ✚ The Retiree Medical Health Reimbursements are a negotiated benefit
- ✚ CalPERS becomes your Health Benefits Administrator as a retiree
- ✚ Remember to keep your address and auto deposit bank account information current with CalPERS and the County of Santa Cruz
- ✚ All current deductions will cease once you separate employment (union dues, deferred comp, charity donations, etc.)
- ✚ Feel free to call the dedicated County of Santa Cruz Retiree Voice Mail 831-454-3155
- ✚ You may also email any questions or concerns to [RetireeBenefits@santacruzcounty.us](mailto:RetireeBenefits@santacruzcounty.us)

*Retirement is when you stop living at work and start working at living!*