



JUSTICE ADMINISTRATIVE
COMMISSION



Retirement

Jennifer Henderson
Senior Human Resource Coordinator
May 4, 2016

Objectives

- Introduction to the JAC Retirement Section
- Get acquainted with the [JAC Website](#) for retirement
- Provide an overview of the resources available to you at [My FRS online](#)
- Provide additional resources for Agency Administrators
- Questions



JAC Human Resources

- Retirement Coordinator
 - Agency and Circuit Liaison
 - New Hires - FRS Re-employment Provisions
 - Application Process for Retirement
 - Continuation of Insurance at Retirement
 - Resolve retirement contribution variances
 - Agency and Circuit Resource



JAC Website



JUSTICE ADMINISTRATIVE COMMISSION



[Site Map](#)

Google™ Custom Search

SEARCH

[MY ACCESS LOGIN](#)

[Privacy Policy](#) | [Contact Us](#)

- Home
- Our Commissioners
- Executive Leadership
- Executive Office
- Client Agencies
- About JAC
- Accounting
- Acquitted Defendant Refunds
- Budget
- Court Appointed/IFC
- Financial Services
- Human Resources
- JAC Newsletter
- Operations
- Registries
- Public Records Request
- Quick Links
- Contact Us

The **Justice Administrative Commission (JAC)**, created in 1965, provides administrative services on behalf of 49 judicial related entities.

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

Our Vision: To be a model of exemplary state government and provide unparalleled services.

Responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business

practices. We are committed to excellence in service, innovation, adaptability, collaboration, honesty, integrity, accountability, and fiscal responsibility.

- Compensation and Pay
- Benefits
- Retirement
- Deferred Compensation
- Employee Relations
- FMLA
- HR Memoranda
- Who is Eligible?
- How to Enroll
- How to Retire
- DROP
- Continuing Insurance

JAC TOP SEARCHES

What's New

[JAC's Court-Appointed & IFC Attorneys and Due Process Vendors Newsletter - Winter 2016](#)

[JAC Express Newsletter November-December 2015](#)

* Downloadable PDF files



Retirement Eligibility

Retirement - Who is Eligible? | How to Enroll in a Retirement Plan | How to Retire | DROP | Continuing Insurance at Retirement | Presentations

Retirement

The Florida Retirement System (FRS) Plan Administrator is responsible for administering the FRS Investment Plan as well as providing assistance to new employees in making a retirement plan election. Employees may contact My FRS Guidance Line, at 1 (866) 446-9377, to speak to an Ernest & Young Financial Advisor regarding their retirement plan options, comparing the plan features, as well as investment and retirement planning. Employees may also contact the Division of Retirement at (844) 377-1888 or locally at (850) 907-6500, to discuss their options for Regular Service Retirement, the Deferred Retirement Option Program (DROP), Upgrading Prior Service Credit, Survivor Benefits, and Disability Retirement.




Who is Eligible?

- **Regular Class** – Pension Plan, Investment Plan, Deferred Compensation (457b) Plan
- **Special Risk Class** – Pension Plan, Investment Plan, Deferred Compensation (457b) Plan
- **Senior Management Class** – Pension Plan, Investment Plan, Deferred Compensation (457b) Plan
- **Elected Officers Class** - Pension Plan, Investment Plan, Senior Management Optional Annuity Program (SMSOAP)
- **OPS** – Deferred Compensation (457b) Plan

Retirement Information for New Hires

- [FRS New Hire Brochure](#) 
- [FRS New Hire Road Map](#) 

Florida Retirement System Plans:

- [Pension Plan](#) 
- [Investment Plan](#) 
- [Senior Management System Optional Annuity Program](#) 

For a description of retirement classes click here [Retirement Class Specifications](#)

[Close Window](#)

[Print Window](#)

Regular Class:

- Administrative & Support Staff
- Regional Counsels
- Assistant Regional Counsels
- Program Attorneys
- Legal Trainees
- Investigators – Offices of the Public Defender

Special Risk Class:

- Investigators – Offices of the State Attorney

Senior Management Class:

- Assistant State Attorneys
- Assistant Public Defenders
- Capital Collateral Regional Counsels
- Assistant Capital Collateral Regional Counsels
- Executive Staff – SMS Designated

Elected Officers Class:

- State Attorney
- Public Defender



Enrolling in a Retirement Plan

Retirement

Retirement - Who is Eligible?

How to Enroll in a Retirement Plan

How to Retire

DROP

Continuing Insurance at Retirement

Presentations

How to Enroll...

- Regular Class & Special Risk Class employees will need to complete the [General Retirement Plan Enrollment Form](#) and submit it to their Human Resource Office or directly to the Florida Retirement System (FRS) at the address located on the bottom of the form.
- Senior Management Class employees will need to complete the [State Senior Management Service Employees Retirement Plan Enrollment Form](#) and submit it to their Human Resource Office or to the Florida Retirement System (FRS) at the address located on the bottom of the form.
- Elected Officers will need to complete the [Elected Officer's Class Retirement Plan Enrollment Form](#) and submit it to their Human Resource Office or to the Florida Retirement System (FRS) at the address located on the bottom of the form.

*** Elected Officers who waive participation in the FRS and elect to join the Senior Management Optional Annuity Program instead, will need to complete the [State Senior Management Service Retirement Plan Enrollment Form](#).

Voluntary Retirement Plans:

- [Deferred Compensation](#) ←



Applying for Retirement

Retirement - Who is Eligible? How to Enroll in a Retirement Plan **How to Retire** DROP Continuing Insurance at Retirement Presentations

Pension Plan

- Contact your Human Resource Office three to six months prior to your date of retirement.
- Request an official estimate of retirement benefits from the Division of Retirement toll free at (844) 377-1888, opt 3 or locally at (850) 907-6500.
- Apply for retirement by completing the [Application for Service Retirement](#). You will then submit your completed application to your Human Resource Office to certify your retirement date.
- Meet with your Human Resource Office regarding the continuation of insurance at retirement.
- Read the [Ready Set Retire Brochure](#).

When you retire from DROP: [Florida Department of Management Services - DROP Information](#)

- You will receive a [DROP Termination Packet](#) automatically, three months prior to your original DROP termination date. This packet will contain the [DP-TERM](#) and [DP-PAYT](#) Forms for you to complete.
- Contact your Human Resource Office once you receive this packet, to certify your date of retirement and submit your DP-TERM and DP-PAYT Forms.
- If you anticipate retiring from DROP early, contact the DROP Termination Unit at toll free (844) 377-1888, opt 3 or locally at (850) 907-6500, to request your DROP Termination Packet.
- Meet with your Human Resource Office regarding the continuation of insurance at retirement.

Investment Plan

- Contact the FRS Plan Administrator, Ernest & Young Financial Planners, to discuss your options at retirement at 1-866-446-9377, Option 1.
- Review the [Investment Plan Termination Kit](#).
- Make sure you have been terminated for the required three calendar months before requesting your distribution.
- Contact your Human Resource Office if you meet the age and/or service requirements to receive an early distribution after terminating one calendar month. Your Human Resource Office will need to contact JAC to complete the [FRS Employment Termination Form](#).
- Meet with your Human Resource Office regarding the continuation of insurance at retirement.



Participation in DROP

Retirement - Who is Eligible?	How to Enroll in a Retirement Plan	How to Retire	DROP	Continuing Insurance at Retirement	Presentations
-------------------------------	------------------------------------	---------------	-------------	------------------------------------	---------------



What is DROP?

The Deferred Retirement Option Program (DROP) is an alternative program which allows Pension Plan members to effectively retire, without terminating employment, for up to five years. During this time, the DROP member will begin accumulating retirement benefits, which are set aside in the FRS Trust Fund, earning tax-deferred interest at 1.3%, compounded monthly. The DROP member will continue to work and earn a salary, as well as continue participation in other benefits attributable to their employment (i.e., accrue leave, enrollment in health, life, and supplemental benefits, etc.) The member must, however, agree to terminate all FRS covered employment at the end of DROP, or the five year period. An exception to this termination requirement exists for Elected Officials, who have the option to postpone terminating from DROP until the end of their current term of office, or any subsequent term of office. (See the DROP Guide below, page 12). At the end of DROP participation, the member will be required to terminate employment, but will begin receiving their lifetime monthly Pension benefits, as well as their lump sum DROP accumulation.

Members interested in joining DROP should contact the Division of Retirement to determine their earliest DROP eligibility date, toll free at 1-844-377-1888, option 3 or locally in Tallahassee at (850) 907-6500. DROP eligibility is based on the member's normal retirement date, that is, meeting the age and vesting requirements or by attaining the total creditable years of service. (See the [DROP Guide](#) below, pages 6-7). ←

[Florida Retirement System - Deferred Retirement Option Program \(DROP\)](#)

Electing to Join DROP:

- Contact your Human Resource Office to complete the application for DROP located in the [DROP Forms Packet](#) .
- Request an official DROP estimate by contacting the Division of Retirement, Bureau of Retirement Calculations at toll free (888) 738-2252 or locally at (850) 488-6491.
- Your completed DROP application will need to be certified by your Human Resources Office and then submitted to the Division of Retirement.
- You may apply for DROP up to six months prior to your first day of eligibility, or the date on which you first reach your normal retirement date, either by age or years of service.
- Review the [2014 DROP Guide](#)  for special provisions for deferring DROP.

When you retire from DROP: [Florida Department of Management Services - DROP Information](#)

- You will receive a DROP Termination Packet automatically, three months prior to your original DROP termination date. This packet will contain the DP-TERM and DP-PAYT Forms for you to complete.
- Contact your Human Resource Office once you receive this packet, to certify your date of retirement and submit your DP-TERM and DP-PAYT Forms.
- If you anticipate retiring from DROP early, contact the DROP Termination Unit at toll free (844) 377-1888, opt 3 or locally at (850) 907-6500, to request your DROP Termination Packet.
- Meet with your Human Resource Office regarding the continuation of insurance at retirement.



Continuing Insurance at Retirement

- Retirement - Who is Eligible?
- How to Enroll in a Retirement Plan
- How to Retire
- DROP
- Continuing Insurance at Retirement**
- Presentations


Continuing Insurance at Retirement

The State of Florida offers employees the option of continuing their state sponsored health and life insurance at retirement and continuing such coverage for their eligible dependents. Retirees will pay premiums based on their eligibility for Medicare and these rates are set each year by the Florida Legislature. Upon termination, retirees will receive [New Retiree Packet](#) containing specific instructions to continue their coverage. Retirees have 31 days from their date of termination to complete and submit the appropriate paperwork to [People First](#).




All new retirees will also be required to submit a personal check/or money order to pay for the first month of retiree premiums. Thereafter, retirees have the option of having premiums deducted from their monthly Pension check or submitting premiums each month by personal check (Investment Plan and SMSOAP members). Supplemental pre-tax and post-tax policies must be continued on a private basis therefore, employees will need to contact their provider company for additional information.

Employees anticipating retirement should contact their Human Resource Office to ensure the appropriate paperwork is completed. The People First Service Center can assist retirees with any questions regarding continuation of coverage, making changes, or Open Enrollment elections at (866) 663-4735. Additional assistance is also available by emailing: retirementcoordinator@justiceadmin.org.

Important Forms & Publications:

- [2016 New Retiree Benefits Package](#)  
- [Premium Rates Effective January 2016](#)  

Health Insurance Subsidy Forms

- [HIS Certification - Pension Plan members](#) 
- [HIS Application - Investment Plan members](#) 
- [HIS Certification - Investment Plan members](#) 

[Pre-tax Supplemental Contacts](#) 
[Post-tax Supplemental Contacts](#) 





My FRS Website

My FRS Florida Retirement System

User ID Password LOGIN

Request PIN Login Trouble

New User Register Now

Translate this page Spanish

CHAT WITH US LIVE

Contact us at 1-866-446-9377 (TRS 711)

Making a 2nd Election

FAQ's Calculator Workshop

NEW HIRES

MEMBERS

RETIREES

EMPLOYERS

INVESTMENT FUNDS

FRS PROGRAMS

RESOURCES

IF YOU ARE AN FRS EMPLOYER YOU HAVE A HOST OF RESOURCES AVAILABLE TO ASSIST YOU .

ALERTS & HOT TOPICS

- Live Employer Workshop
- IRS-Required Tax Form
- 2016 Legislation

VIEW ALL

FORMS PUBLICATIONS

- EZ Initial Election Form
- EZ 2nd Election Form
- Investment Plan Beneficiary Form
- Pension Plan Beneficiary Form

VIEW ALL

Refinancing your mortgage

VIEW ADDITIONAL VIDEOS

Search Results - 2ND Election

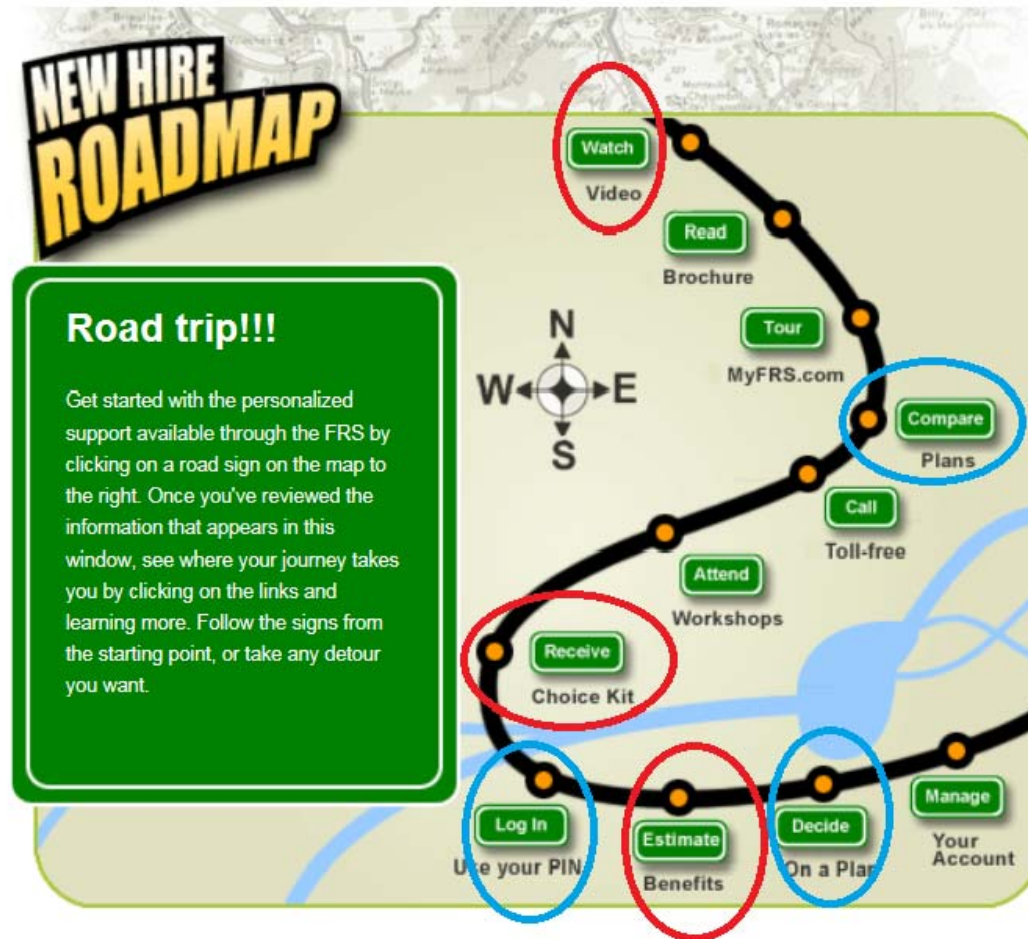
The screenshot shows the MyFRS website interface. At the top, there is a navigation bar with the MyFRS logo, the text 'Florida Retirement System', and fields for 'User ID' and 'Password' with a 'LOGIN' button. To the right, there are links for 'New User Register Now' and a language selection dropdown set to 'Spanish'. Below the navigation bar is a search bar containing the text 'making a 2nd election'. To the right of the search bar are links for 'FAQ's', 'Calculator', and 'Workshop'. A 'CHAT WITH US LIVE' button is also visible. Below the search bar, the search results are displayed. The first result is 'Search Results 'making a 2nd election' (211)', where '(211)' is circled in red. Below this are several search results with blue arrows pointing left, indicating they are links to external resources or documents. The results include:

- FRS Resources Financial Planning & Counseling Service-on The Web**: A link to a page about making a 2nd election, mentioning the '2nd Election Retirement Plan Enrollment Form' and 'Advisor Service'.
- FRS Programs Comparing the Plans Decision-Making Considerations**: A link to guidelines for choosing between the Pension Plan and the Investment Plan.
- FRS Resources Financial Planning & Counseling Service-on The Phone**: A link to assistance for new employees or members considering a 2nd election.
- MyFRS FAQs**: A link to frequently asked questions about the 2nd election process.
- MyFRS Glossary**: A link to a glossary of terms related to the 2nd election.
- FRS Workshop**: A link to a retirement planning process workshop.

 At the bottom right of the search results area, there is a red button with an upward-pointing arrow.



New Hire Roadmap



Links to Additional Resources

- [FRS Workshops and Presentations](#)
- [FRS Pension Plan Workshop](#)
- [FRS Investment Plan Workshop](#)
- [Advisor Service and 2nd Choice Service](#)



Handouts - Conference Packet

- Administrator Resource Kit
- Retirement Checklists
 - Entering DROP
 - Service Retirement
 - Terminating from DROP
 - Investment Plan Retirement
- Retiree Insurance Fact Sheet
 - Guidelines and Timelines
 - Medicare



Questions?



Retirement Contacts

- Jennifer Henderson at (850) 488-2415, ext. 293 or at Jennifer.Henderson@justiceadmin.org
- Jessica Kranert at (850) 488-2415, ext. 303 or at Jessica.Kranert@justiceadmin.org
- You may also email us at Retirement.Coordinator@justiceadmin.org

