



County Employees' Retirement Fund

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Clerk Bulletin

May 2009

Clerk Training

Attendance at the Clerk Training the week of April 20, 2009 through April 24, 2009 was great. We'd like to send a big "Thank You" to those who participated. It was nice to put a face to those we are in contact with on a daily basis. We have had much positive feedback on the Clerk Training and hope to have further trainings in the future.

At the Clerk Training, we handed out complete replacement contents for the Clerk Handbook and new forms. For the counties who did not attend, we will soon be mailing out the Clerk Handbook replacements and new forms as well as a couple Enrollment Packets. When you receive the new contents, discard your old pages, keeping the current tabs. We highly recommend you use the enrollment packets since they include all of the CERF brochures and a time sensitive Important Notice informing employees who return to county employment of their deadline for purchasing prior service. If an employee does not contact us within 60 days of their rehire date, they will no longer be eligible to purchase the prior service. (This notice is on a blue colored piece of paper in the front of the packet.) By giving this enrollment portfolio to a new employee or an employee who has returned to work, you are providing them with necessary enrollment and beneficiary forms and fulfilling a major part of your responsibility of informing them about their participation in CERF through the informative brochures and supplying them with important contact information.

We emailed a questionnaire last week to those who attended the Clerk Training and asked for a response deadline of Friday, May 8, 2009. If for some reason you did not receive the questionnaire, please contact Bonnie Reznicek at our office.

Form 6 – Retirement Application

The Form 6 – Retirement Application has been removed from our web site. There has been some confusion among our members and we have received several complaints regarding the form. The CERF Administrative Office (CAO) sends letters annually to our vested members who terminated prior to January 1, 2000, reminding them to contact our office to apply for a retirement benefit at age 62, so we will send the Form 6 for their completion. The CAO also sends letters annually to vested members who have termed **on or after** January 1, 2000 to remind them they are also eligible for a reduced benefit as early as age 55, or a full benefit at age 62. Those individuals would complete the Form 2B - Designation of Survivor.

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