



# Pre-Retirement Guide

## For State of Maine Employees

### An Overview to Your Benefits in Retirement

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Questions about retiree health insurance?

Qualifying to receive a pension and eligibility for State retiree health insurance are separate processes. Maine Public Employees Retirement System (MainePERS) determines pension retirement and the Office of Employee Health and Benefits (EH&B) determines retiree health insurance eligibility. EH&B's role is to assist you through the retiree benefits enrollment process. Benefits we can assist you with include health, dental, vision, flexible spending accounts and deferred compensation plans.

There are several forms to complete as you transition from an active employee to a retiree. EH&B can help you to complete the appropriate forms and answer any questions you may have. Forms are available to print from our website at [www.maine.gov/bhr/oe](http://www.maine.gov/bhr/oe). If you wish to meet with a Benefits Specialist, call (800)422-4503 or (207)624-7380 to schedule an appointment.

Thank you for your years of service.

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## Retiree Health Insurance Eligibility

There are two types of retirement to be considered: Service Retirement and Disability Retirement. This guide focuses on Service Retirement. There is a separate guide for Disability Retirement.

Type of Retirement	Eligibility Requirements
Service Retirement	1. Participated in the State of Maine Health Plan for 12 consecutive months immediately prior to retirement <b>AND</b> 2. Eligible to receive a retirement pension check from MainePERS
Disability Retirement*	Participation in the State of Maine Health Plan immediately prior to retirement. <i>*Additional criteria required. Contact Employee Health &amp; Benefits for more information.</i>

Eligibility does **not** determine premium amounts.

## Retiree Health Insurance Cost

Once eligibility requirements have been satisfied, the monthly health insurance cost to you is determined by four factors:

- 1) Initial date of hire at the State of Maine
- 2) Years of participation in the State of Maine group health insurance plan\*
- 3) Retirement effective date, and
- 4) Your normal retirement age ("NRA") as determined by MainePERS

*\*Health insurance participation did not begin on your first day of employment.*

<b>Date First Employed</b>	<b>Retiring at NRA or Older The State of Maine shall pay:</b>		<b>Retiring Younger than NRA Retiree premium is paid:</b>
On or before July 1, 1991	100% of the retiree premium		100% by the retiree until NRA is attained provided the employee has had at least 25 years of Creditable Service as defined by MainePERS.
After July 1, 1991 but before July 1, 2011	<u>Years of Participation</u> Less than 5 5 but less than 6 6 but less than 7 7 but less than 8 8 but less than 9 9 but less than 10 10 or more	<u>State Contribution</u> No contribution 50% 60% 70% 80% 90% 100%	100% by the retiree until NRA is attained provided the employee has at least 25 years of Creditable Service as defined by MainePERS. Once the retiree reaches NRA, the prorated premium would apply.
After July 1, 2011	<u>Years of Participation</u> Less than 10 10 but less than 15 15 but less than 20 20 or more	<u>State Contribution</u> No contribution 50% 75% 100%	100% by the retiree until NRA is attained provided the employee has at least 25 years of Creditable Service as defined by MainePERS. Once retiree reaches NRA, the prorated premium would apply.

**Premiums for Covered Family Members:** Dependent premiums are paid 100% by the retiree either through MainePERS pension deduction or an invoice from the insurance carrier directly to retiree.

## Retiree Health Plans

Your age at retirement will determine which retiree health insurance plan you are eligible for:

- Under age 65: State of Maine non-Medicare Health Plan
- Age 65 and over: State of Maine Medicare Advantage Plan

Criteria also applies to any enrolled dependent(s) you want health insurance coverage for in retirement.

## Paying for Retiree Health Insurance

If you owe premiums for your own coverage or dependent(s) coverage, premiums will be set up to deduct from your monthly MainePERS pension check. If your pension check is not large enough to take the full premium owed, you will be mailed an invoice by the insurance carrier. All invoices must be paid by the due date to ensure health insurance coverage remains active.

## Retiree Health Insurance Forms

### Retiree Health Insurance Enrollment Form:

If you and/or your spouse/domestic partner are age 65+ at the time of retirement, each person will need to complete a Medicare Advantage plan enrollment application.

### Certification for Future Enrollment:

This form allows for a one-time option to enroll your eligible dependent(s) to your retiree health insurance policy at a future date. Dependents must have had 18 months of health insurance coverage immediately prior to re-enrollment. Documentation/confirmation of this coverage is required as part of the re-enrollment process. There is no open enrollment for retirees.

### Request to Decline or Withdraw from (Retiree) Coverage:

By completing this form, you may decline initial enrollment or withdraw from retiree coverage and re-enroll at a later date. This also applies to your eligible dependent(s) who were enrolled at the time you withdrew from our plan. Individuals requesting re-enrollment must also provide documentation of health insurance coverage for the 18 months immediately prior to re-enrollment onto our plan. *Please note, you must be eligible to retire under MainePERS.*

### One Time Election of Health Insurance:

If you are leaving state service and are not receiving a retirement payment from MainePERS, you must have 25 years of Creditable Service (as defined by MainePERS) and remain a member of MainePERS to be eligible.

If you elect to enroll in coverage immediately after leaving State service until your effective date of retirement with MainePERS, you will be responsible for 100% of health insurance premium costs for you and any covered dependent(s). Failure to pay the full premium cost by the due date on your invoice will result in cancellation of coverage. You may enroll in retiree health insurance coverage provided this form was completed on or before leaving State service.

If you decline coverage, you will be able to rejoin the State of Maine retiree health insurance plan upon effective date of retirement with MainePERS. Your cost is based upon criteria from the "Retiree Health Insurance Cost" section of this guide at the time you complete this form.

It is your responsibility to provide documentation of having obtained 25 years of Creditable Service.

Forms must be completed within 60 days from your effective date of retirement.

## **Additional Benefits**

### Consolidated Omnibus Budget Reconciliation Act (COBRA):

As a former employee who participated in the State of Maine's insurance plans, continued insurance will be offered to you and covered dependents. COBRA requires employers to extend certain insurance coverages after employment. Health, dental and vision plans may be offered if you were enrolled in them at the time your employment ends. Enrollment into the State of Maine's retiree health and vision plans are NOT the same as COBRA coverage. If you choose to enroll in retiree health and/or vision plans, you should decline COBRA offers made available, but you may still enroll your covered dependents. You cannot be enrolled in both retiree health and/or vision plans and COBRA coverage at the same time.

### Dental Insurance:

Dental insurance is only available through COBRA. COBRA information will be mailed to you after your coverage ends.

The full cost of any elected COBRA coverage will be billed to you monthly. Information sent to you will include the maximum timeframe of coverage available. The effective date of coverage will be retro-active to the last day of coverage as an employee. *Note, premiums cannot be withheld from your MainePERS pension.*

You may be eligible for other dental plans through Maine Association of Retirees at (207)582-1960 or Maine State Employees Association (207)622-3151.

### Vision Insurance:

As a retiree, you are eligible to enroll in vision insurance. If you decline coverage at retirement, you may enroll during annual enrollment. Information will be mailed to your home by the insurance carrier prior to annual enrollment.

### Living Resources Program:

The Living Resources Program is available to retirees and members of their household. Services include short-term, confidential counseling, legal support, financial information and work-life solutions at no cost to you. Contact information: 1-844-207-LINK (5465) 24 hours a day, 7 days a week or [www.guidanceresources.com](http://www.guidanceresources.com) (company ID is LivingME).

### MaineSaves Retirement Savings Plan (457b):

Any unused vacation time may be deferred to your MaineSaves account from your final paycheck. Contact your department's Human Resources representative at least 3 weeks before your final pay date to learn more about this option.

Contact your agent for additional distribution information. For a list of agents visit: [http://www.maine.gov/bhr/oeh/benefits/Saving\\_for\\_Retirement/Representatives](http://www.maine.gov/bhr/oeh/benefits/Saving_for_Retirement/Representatives).

### Flexible Spending Accounts:

- Current participants: If the account is in a positive status, you will be offered to continue the account for the remainder of the calendar year through COBRA.
- Not a member: This is not a benefit to retirees as contributions may only be made through employee wages.

*Note: Dependent spending accounts are closed at the time of retirement.* For more information visit [www.maine.gov/bhr/oeh](http://www.maine.gov/bhr/oeh).

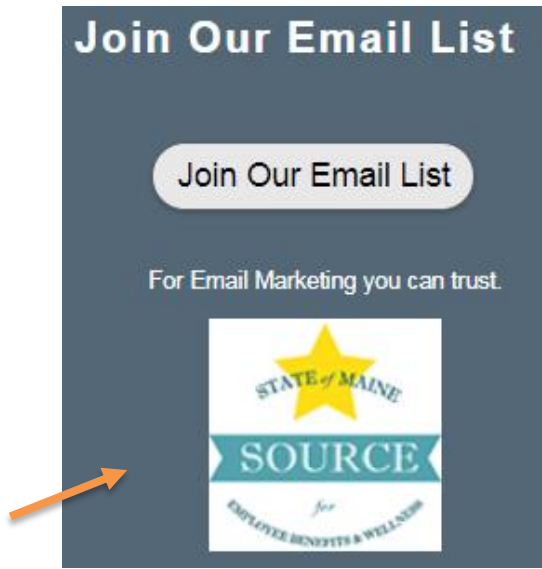
### Life Insurance:

This benefit is administered by MainePERS.  
For more information call (800)451-9800 or (207)512-3100.

## Stay Informed

It's critical to stay informed about these important benefits. We strongly encourage you explore the various electronic communication channels we have available:

- ⇒ Visit our website for current plan information and subscribe (if you haven't already) to our news at [www.maine.gov/bhr/oe](http://www.maine.gov/bhr/oe)



- ⇒ Follow us on Twitter [twitter.com/MaineEHB](https://twitter.com/MaineEHB) and Instagram [instagram.com/maine\\_ehb](https://instagram.com/maine_ehb)
- ⇒ Like us on Facebook [facebook.com/MaineBHR](https://facebook.com/MaineBHR)

## Retirement Process Checklist

- ✓ Choose a retirement date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- ✓ Contact **Maine Public Employees Retirement System**
  - (800)451-9800 or (207)512-3100 or [www.maineopers.org](http://www.maineopers.org)
  - Request a Benefit Calculation Estimate 6 to 12 months prior to retirement
  - Upon review of your estimate, schedule an appointment to attend a group information session (*Appointment Date: \_\_\_ / \_\_\_ / \_\_\_*) and/or
  - Request a Retirement Application Packet
  - Select a Benefit Payment Option
  - Complete your Retirement Application and file it with MainePERS
  - My normal retirement age ("NRA") is: \_\_\_\_\_
  - Life insurance questions

- ✓ Contact your local **Social Security Administration** Office ([www.ssa.gov](http://www.ssa.gov)) regarding eligibility for Social Security benefits and Medicare if applicable.

Auburn	(866)627-6996	Rockland	(800)772-1213
Augusta	(866)882-5422	Saco	(877)253-4715
Bangor	(877)405-1448	Waterville	(866)931-9169
Portland	(877)319-3076	Portsmouth, NH	(888)397-9796
Presque Isle	(866)837-2719		

- ✓ Contact **Office of Employee Health and Benefits**
  - (800)422-4503 or (207)624-7380
  - Schedule an appointment to meet with a Benefits Specialist approximately one month prior to your retirement date (*Appointment Date: \_\_\_ / \_\_\_ / \_\_\_*)
  - Complete the necessary forms to either enroll or decline retiree health coverage
  - [www.maine.gov/bhr/oe](http://www.maine.gov/bhr/oe)
- ✓ Notify Human Resources ("HR") for your department