

For certificated employees

# Retirement Planning Guide for Benefits



2023

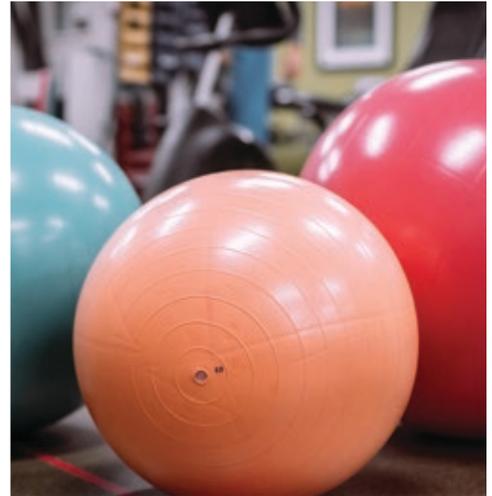


 **Be smart**  
**Live well**

This booklet explains what happens to your MNPS certificated employee benefits when you retire. It does not address your retirement income, including such items as how the monthly amount is calculated, the selection of options, cost-of-living adjustments or income taxes. These areas are addressed separately. The Board of Education, like all employers, retains the right to modify group insurance benefits as may be deemed appropriate and/or necessary.

## Table of contents

|  |   |
|--|---|
| Medical/Dental/Vision/Hearing.....       | 1 |
| Extras that come with your coverage..... | 4 |
| Life insurance .....                     | 6 |
| Other benefits.....                      | 7 |
| Unused sick leave .....                  | 8 |
| Requesting retirement.....               | 9 |



 **Be smart**  
**Live well**



# Medical/Dental/Vision/Hearing

## Can I keep my medical/dental/vision/hearing insurance when I retire?

You may continue this coverage for yourself and any eligible, enrolled dependents throughout your retirement if:

- You have at least 10 years of active employment with MNPS
- You begin receiving a monthly pension payment immediately following termination

AND

- You have been enrolled in the group plan for three continuous years immediately prior to retirement

If you have at least 20 years of service with MNPS, you may defer commencement of pension and retiree benefits, and have benefits reinstated when your monthly pension begins.

## How will my medical/dental/vision/hearing coverage change when I retire?

### Employee retiring

*If you are under age 65 and not yet eligible for Medicare at the time of your retirement, the medical/dental/vision/hearing coverage you had as an active employee will continue.*

*If you are age 65 or older and eligible for Medicare at the time of your retirement, you will move from your current medical plan to the Cigna Medicare Advantage PPO, which is our primary retiree medical plan for Medicare beneficiaries.\* For this change to occur, you must enroll in Medicare Parts A and B and send a copy of your Medicare card to Employee Benefit Services (you*

can take a photo with your phone and email it to [benefits@mnps.org](mailto:benefits@mnps.org)). Once it's received, they will assist you in enrolling in the Cigna Medicare Advantage PPO and your premiums, which are deducted from your pension payments, will be reduced. See page 3 for premium amounts. You will receive a Retiree Benefits Guide at your retirement appointment, which contains more information about the PPO. Your dental, vision and hearing coverage will continue under the same plans you had as an active employee.

### Covered spouse

*If your covered spouse is under age 65 without Medicare when you retire, the medical/dental/vision/hearing coverage they had when you were an active employee will continue.*

*If your covered spouse is age 65 or older and eligible for Medicare when you retire, they may have previously been offered an opportunity to move to the Cigna Medicare Advantage PPO, which has a lower premium (while you remain covered under the medical plan for active employees). At your retirement, your spouse will be required to move to the Cigna Medicare Advantage PPO if they have not already.\* Dental, vision and hearing coverage will continue under the same plans you/they had as an active employee.*

### Covered dependent children

*If you will continue to cover dependent children after you retire, the medical/dental/vision/hearing coverage they had when you were an active employee will continue as long as they remain eligible for dependent coverage, generally until age 26.*

*Continued*

## Be smart

### IMPORTANT: Do not enroll in any other Medicare plan

If you do, your MNPS retiree medical coverage will be terminated. This includes Part D prescription drug plans. Your MNPS retiree medical coverage includes Medicare Part D prescription drug coverage. If you enroll in an independent Medicare Part D plan, your MNPS coverage will be terminated.

# Medical/Dental/Vision/Hearing ... *continued*

## **What if I'm under 65 when I retire but later become eligible for Medicare?**

When you become eligible for Medicare, you must enroll in Medicare Parts A and B and send a copy of your Medicare card to Employee Benefit Services (you can take a photo with your phone and email it to [benefits@mnps.org](mailto:benefits@mnps.org)). You will then be enrolled in the Cigna Medicare Advantage PPO\*, and approximately two weeks later you will receive your ID card(s) in the mail. Additionally, your premiums, which are deducted from your pension payments, will be reduced. See page 3 for premium amounts. Your dental, vision and hearing coverage will continue under the same plans you had as an active employee.

DO NOT let anyone else sell you other coverage. If you enroll in another Medicare plan (including a Part D prescription drug plan), your MNPS coverage will be terminated.

## **How do I enroll for Medicare Parts A and B?**

If you are NOT drawing Social Security, three months before you turn 65, do one of the following to enroll in Medicare Parts A and B:

- Visit [SocialSecurity.gov](https://www.SocialSecurity.gov).
- Call the Social Security office at **1-800-772-1213** (TTY users 1-800-325-0778), Monday - Friday, from 7 a.m.-7 p.m.
- Visit your local Social Security office.

If you ARE drawing Social Security, your Medicare card will automatically be mailed to you approximately four months before you turn 65.

For your convenience, applications for Medicare Parts A and B will be provided at your retirement appointment.

## **What if I (the retiree) have Medicare, but my spouse does not?**

You will be covered by the Cigna Medicare Advantage PPO\*, and your spouse's medical coverage will continue under the medical plan he/she had when you were an active employee. See your Retiree Benefits Guide for more details.

## **Can I add a dependent(s) to my coverage?**

You can only add dependents to your coverage due to a qualifying event, such as:

- Change in marital status: marriage (including domestic partnership), divorce, legal separation, death of a spouse *Continued*
- Change in number of dependents: birth, death, adoption, award of legal guardianship
- Change in employment status: termination, layoff, moving from full-time to part-time resulting in loss of benefits.

You have 60 days from the date of a qualifying event to request a change in your benefits. If you miss this deadline, you will not be able to add that dependent. You cannot add dependents during Annual Transfer.

## **Do I have to take the Cigna health assessment like I did as an employee?**

No. Taking the health assessment is not required.

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\* The Cigna Medicare Advantage PPO is a nationwide plan, meaning there are in-network providers in most states. However, if you are planning to move out of state after retirement and find that there are not many in-network providers in your local area, you may have a different coverage option. Contact Employee Benefit Services to discuss your options.

Note: Under the Medicare Advantage PPO, you can see any provider (even if they are not contracted with Cigna as a network provider) and receive in-network benefits, as long as the provider will agree to bill Cigna for your care.

## How much will my retiree coverage cost?

MNPS continues to pay a portion of the cost of your coverage. Your portion is deducted from your pension check. The monthly per-member cost is listed in the chart below:

| Plan*  | With or without Medicare A and B            | Monthly cost**           |
|--|---|--------------------------|
| Cigna Medical Plan                                     | Retiree and/or spouse without Medicare      | \$241.21/member          |
| Cigna Medical Plan                                     | Dependent child without Medicare            | \$101.67/dependent child |
| Cigna Medicare Advantage PPO with Part D drug coverage | Retiree and/or spouse with Medicare A and B | \$50/member              |

\* All plans include dental coverage through Cigna, vision coverage through EyeMed Vision and hearing coverage through Amplifon/Cigna.

\*\* Monthly premium for a surviving spouse is four times the cost shown above; MNPS does not pay 75% of the cost for a covered surviving spouse. A few members may incur an Income Related Monthly Adjusted Amount (IRMAA). IRMAA affects higher-income Medicare beneficiaries, who are required to pay an increased monthly Medicare premium based on the income they report to the IRS. Income limits for Part D prescription drug coverage are the same as income limits for Medicare Part B. IRMAA is deducted automatically from Social Security payments, or direct billed monthly or quarterly. Qualifying members must pay IRMAA or lose coverage; however, MNPS will reimburse members the additional cost for Part D prescription drug coverage incurred by IRMAA. To receive this reimbursement, affected members must submit to MNPS a copy of the invoice titled "Notice of Medicare Premium Due."

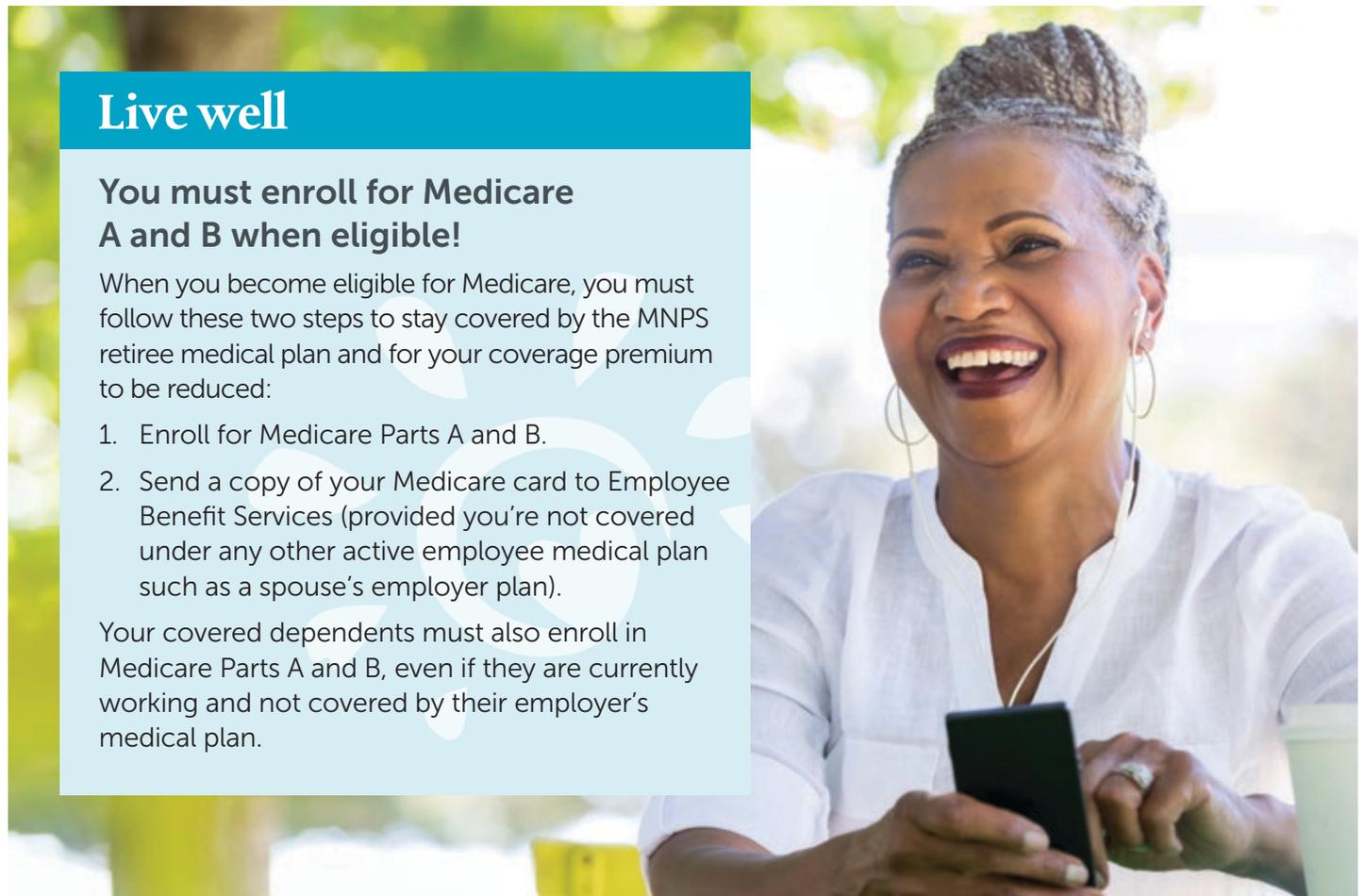
## Live well

### You must enroll for Medicare A and B when eligible!

When you become eligible for Medicare, you must follow these two steps to stay covered by the MNPS retiree medical plan and for your coverage premium to be reduced:

1. Enroll for Medicare Parts A and B.
2. Send a copy of your Medicare card to Employee Benefit Services (provided you're not covered under any other active employee medical plan such as a spouse's employer plan).

Your covered dependents must also enroll in Medicare Parts A and B, even if they are currently working and not covered by their employer's medical plan.



# Extras that come with your retiree medical coverage

Available to all retirees and their covered dependents



CONNECT  
with  
**Karla**

## Connect with Karla®

Feeling stressed or overwhelmed? Synchronous Health's Connect with Karla® is a unique way of supporting your mental and emotional health through your smartphone or device. You get one-on-one video sessions with a

licensed counselor, plus between-session support and tools from the Karla app. Visit [sync.health/mnps](https://sync.health/mnps) or call **615-258-6654** to get started.



## Health coaching

Health coaches at the MNPS Health Care Centers offer confidential guidance when you want to lose weight, improve your diet, manage a chronic condition

(like diabetes, heart disease, respiratory disease or obesity) and/or make overall health improvements. To make an appointment, call **615-259-8755**.

Available to retirees and covered dependents under age 65 without Medicare

(Eligibility for these programs ends when you become eligible for Medicare)



**foodsmart**

## Foodsmart

Meet one-on-one via video visits with a registered dietitian, who will provide a nutrition assessment, a personalized nutrition plan and real-time support. Between appointments,

Foodsmart's healthy eating tools will help you stick to your plan. Schedule follow-up visits with your dietitian as needed. To get started or learn more, visit [foodsmart.com/members/mnps](https://foodsmart.com/members/mnps). Or call **1-888-837-5325** or email [telenutrition@foodsmart.com](mailto:telenutrition@foodsmart.com) with questions.



## MyHealth Bundles

MyHealth Bundles by Vanderbilt Health are an innovative approach that bundles all the services required to manage and treat certain costly health conditions,

with no out-of-pocket costs for you. A patient navigator will guide you through the process from start to finish. Available bundles include:

- Maternity prenatal, delivery and postnatal care
- Cochlear implants for advanced hearing loss
- Select spine surgeries
- Hip and knee surgery
- Osteoarthritis of hip and knee
- Shoulder pain
- Surgical weight loss
- Medical weight loss
- Kidney stone treatment
- Substance use disorder support

Learn more at

**[MNPS.MyVanderbiltHealthBenefits.com](https://MNPS.MyVanderbiltHealthBenefits.com)**.

## Available to retirees and covered adult dependents under age 65 without Medicare



### Omada® lifestyle program

Omada® is a personalized program designed to help you reach your health goals — whether that's losing weight, lowering your blood pressure or staying on top of diabetes.



It combines real human support with the latest technology so you can make lasting changes, one step at a time. Participants receive free wi-fi-connected devices to track progress, along with sessions with a professional health coach. Visit [omadahealth.com/mnps](https://omadahealth.com/mnps) to enroll or learn more.

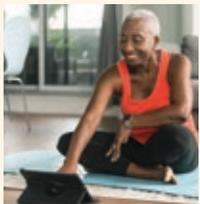
## Available to retirees and covered dependents enrolled in the Cigna Medicare Advantage PPO



### Wellness incentives

Earn a \$50 gift card for completing your yearly health check-up. After completing this important exam, you may qualify for additional incentives for other

age-appropriate preventive screenings. To learn more, call **1-888-281-7867** (TTY 711) or log in to [myCigna.com](https://myCigna.com).



### Silver&Fit® Healthy Aging and Exercise program

Get healthier with Cigna's fitness benefit provided by Silver&Fit. Enjoy one, some or all of the following at no cost to you:

- Membership at one of 16,000+ fitness centers (change fitness centers at any time)
- Workout resources including online video classes plus a library of 1,500+ on-demand workout videos
- Home-based fitness kit options including wearable fitness tracker, yoga and strength kits
- One-on-one healthy aging coaching and resources

Call **1-888-886-1992** (TTY 711) or visit [SilverandFit.com](https://SilverandFit.com) to learn more or enroll.



### Meal delivery after a hospital stay

This benefit provides 14 nutritious meals delivered to your home after an eligible hospital or skilled nursing facility stay, up to three

times a year. After you're discharged, Cigna's meal provider will contact you to schedule delivery. To learn more, call **1-888-281-7867** (TTY 711).



### Free transportation

Need a ride to the pharmacy or doctor's office? Your Medicare Advantage PPO covers 50 one-way trips per year to approved locations at no cost to you.

Call **1-888-281-7867** (TTY 711) or log in to [myCigna.com](https://myCigna.com).



### Caregiver support

Retirees are at a unique stage where they may be the caregiver or the recipient of care. For this reason, Cigna provides caregiver support to retirees as well as their

family members to help care for an aging loved one, adult or child living with acute or chronic conditions such as dementia, cancer, kidney disease, stroke, and congestive heart failure — at no cost to you. Services include one-on-one coaching with a caregiving expert, personalized resources through a secure mobile app, and help managing stress, anxiety and loneliness. Call **1-888-281-7867** (TTY) for details.

# Life insurance

## *What happens to my life insurance when I retire?*

The life insurance you have as an active employee will terminate upon retirement; however, you do have options to continue coverage:\*

### Term life insurance

If you are under age 65, you can transfer (or “port”) your basic and supplemental group life coverage to an individual term life policy:

- You pay premiums directly to Dearborn National.
- Rates are based on age and increase over time.
- Ported coverage ends at age 65, so this option works best as a bridge to a new job that offers similar life insurance.
- If you are interested in porting your coverage, you will have an opportunity to complete an application during your retirement interview. You must return the completed application to Dearborn National within 31 days after your group coverage ends.

### Whole life insurance

Regardless of your age, you can convert your basic and supplemental group life to an individual whole life insurance policy:

- You pay premiums directly to Dearborn National.
- Rates are based on age at the time of retirement.
- You will have an opportunity to complete an application during your retirement interview.

You must return the completed application and your first premium payment to Dearborn National within 31 days after your group coverage ends. For more information on these options, contact Dearborn National at **1-800-348-4512**.

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\* Any accidental death and dismemberment (AD&D) coverage you had as an active employee cannot be continued after retirement.



## *What happens to my death benefits when I retire?*

### \$500 death benefit

Upon your death, the Charter of Metropolitan Government provides a \$500 benefit to be paid to your named beneficiary on file with Employee Benefit Services. You may update your beneficiary at your retirement appointment, or at any time in the future.

### Social Security death benefit

Current Social Security law provides a \$255 death benefit, paid on behalf of an individual eligible for Social Security as a wage earner, providing he or she has a qualifying spouse or dependent child. A claim for this benefit is made directly to the Social Security Administration.

# Other benefits

## *Can I keep my disability coverage after retirement?*

No. Your short-term and long-term disability insurance is designed to protect your income as an active employee; therefore, coverage cannot be continued after retirement.

## *Can I continue to participate in the flexible spending accounts?*

No. IRS regulations do not permit retirees to participate in flexible spending accounts (FSAs). If you are a 10-month employee retiring at the end of the school year, you can continue to incur expenses through July 31. You have 90 days after July 31 to submit claims and get reimbursed from your existing FSA. If you retire during the school year, you may continue to incur expenses until the end of the month in which you retire. You have 90 days after

the end of that month to submit claims and get reimbursed from your existing FSA.

If you retire during the school year, you may continue to incur expenses until the end of the month in which you retire. You have 90 days after the end of that month to submit claims and get reimbursed from your existing FSA.

## *Can I continue to use the EAP?*

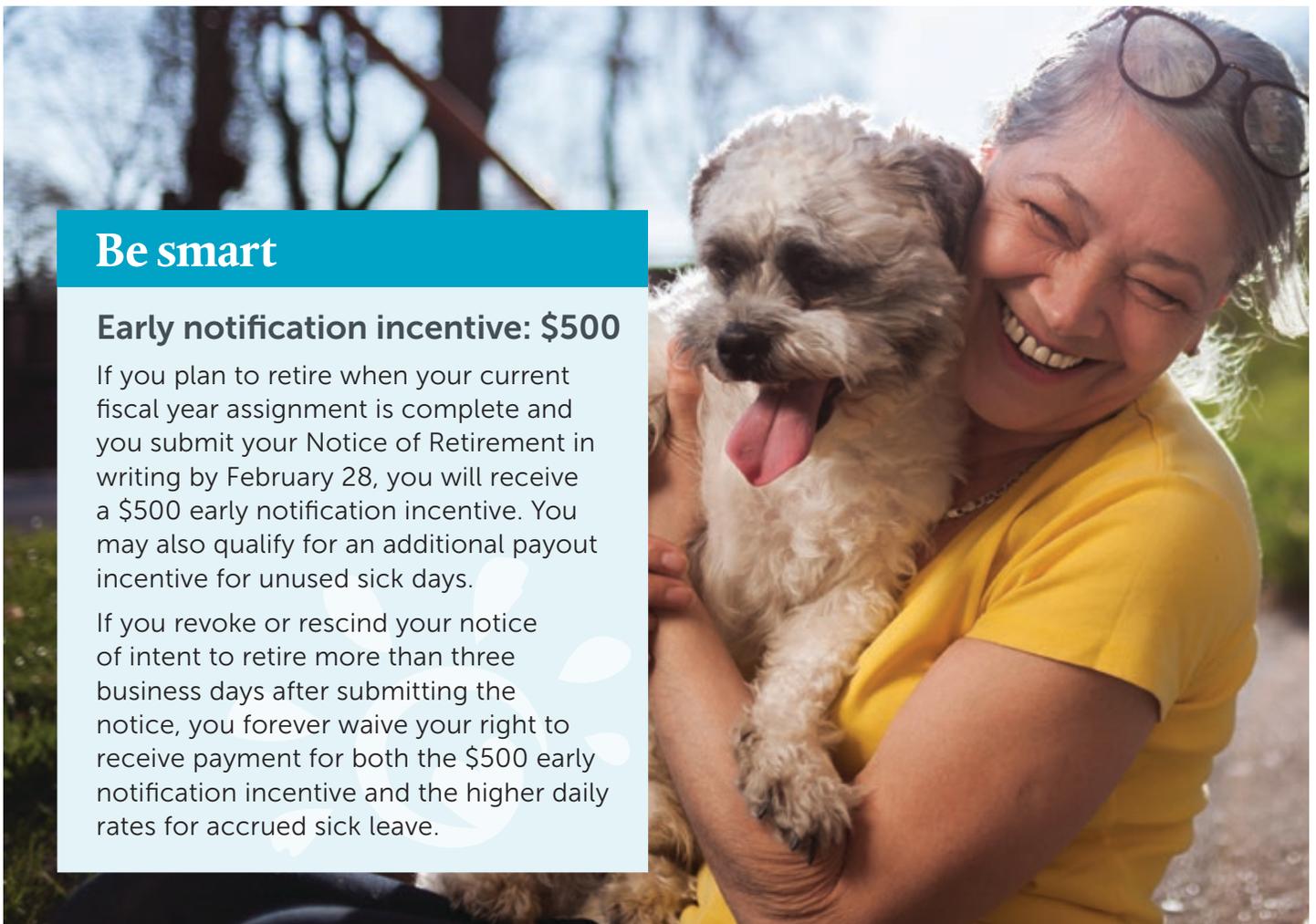
Yes! MNPS provides an Employee Assistance Program (EAP) through ComPsych, called GuidanceResources® EAP. Services are free and completely confidential to employees and retirees and their immediate family members. Call the EAP 24 hours a day, 7 days a week at **1-888-297-9028**. Or visit **MNPSBenefits.org/eap** or **guidanceresources.com**. Enter username: MNPS; password: EAP (both are case sensitive).

## Be smart

### **Early notification incentive: \$500**

If you plan to retire when your current fiscal year assignment is complete and you submit your Notice of Retirement in writing by February 28, you will receive a \$500 early notification incentive. You may also qualify for an additional payout incentive for unused sick days.

If you revoke or rescind your notice of intent to retire more than three business days after submitting the notice, you forever waive your right to receive payment for both the \$500 early notification incentive and the higher daily rates for accrued sick leave.



# Unused sick leave

## What happens to my unused sick leave at retirement?

For every 20 days of unused sick leave, you receive one month of additional retirement credit (also called service credit).

Additionally, if you notify Human Resources or Employee Benefit Services in writing no later than February 28 of your plans to retire upon completion of your current fiscal year assignment, you will receive an early notification incentive of \$500 **plus** a lump-sum payment for any unused sick days at the following rate:

| If you:  | You will receive:   |
|--|---|
| Have 20+ years of service <b>OR</b> are age 60 | 100% payout of: <ul style="list-style-type: none"><li>• \$50 per day for the first 50 days accrued</li><li>• \$75 per day for days 51-100</li><li>• \$100 per day for days 101+</li></ul> |
| 19 years of service <b>OR</b> are age 59       | 75% payout of above   |
| Have 18 years of service <b>OR</b> are age 58  | 65% payout of above   |
| Have 17 years of service <b>OR</b> are age 57  | 55% payout of above   |
| Have 16 years of service <b>OR</b> are age 56  | 45% payout of above   |
| Have 15 years of service <b>OR</b> are age 55  | 35% payout of above   |

A Notice of Retirement form is available from Employee Benefit Services or by visiting [MNPSBenefits.org/retirement-planning](https://mnpsbenefits.org/retirement-planning). All other retirement papers do not have to be signed by that date. Only individuals applying for service pension are eligible for the incentive (excludes disability and deferred retirement).

If your retirement notification is submitted after February 28, you will be paid \$50 for each unused sick day at the time of retirement, and you will not qualify for the \$500 incentive.

## Can unused sick leave be paid to my 401(k) account?

Yes. If you wish to avoid paying the 22% federal income tax at the time of payout, you may have unused sick leave paid to your State of Tennessee 401(k) Deferred Compensation Program. This option is only available if you are enrolled in the 401(k) and have 401(k) deductions coming out of your active paycheck.

## How is unused vacation leave paid?

Up to 50 unused vacation days can be paid out at a full day's pay rate.



# Requesting retirement

## How do I apply for retirement?

1. **Notify your principal or supervisor.** Do this before submitting your Notice of Retirement to Employee Benefit Services. After your notice is received, your position may be posted as a vacancy.
2. **Complete the Notice of Retirement form.** The form is available from Employee Benefit Services or by visiting **MNPSBenefits.org/retirement-planning**. Return it to Employee Benefit Services. Submit it by February 28 to earn the \$500 early notification incentive; see page 7 for details.
3. **Request an estimate of benefits from TCRS (1-800-922-7772).** The estimate will show your monthly pension payment amount.
4. **Schedule your retirement appointment.** Once you have submitted your Notice of Retirement and received a TCRS estimate of benefits, Employee Benefit Services will send you a list of available dates to come in and sign all other retirement papers. Do not schedule this appointment until you receive your TCRS estimate of benefits.
5. **Complete an application for Service Retirement or Early Retirement.** Go to **retirereadytn.gov** or **mytcrs.com**. Log in (or create a login) to access your TCRS account and complete the online retirement application. (Contact Employee Benefit Services or visit **MNPSBenefits.org/retirement-planning** for step-by-step instructions for applying for retirement.) Print the completed application before logging off, and bring a copy to your retirement appointment.
6. **Prepare for your MNPS email address to be de-activated.** This will happen on your retirement date. If you wish to receive email updates about your retiree benefits from MNPS, you can request this at **MNPSBenefits.org/optin**; provide your personal email address (not your MNPS email address).

## What should I bring to my retirement appointment?

Please bring:

1. A printed copy of your Application for Service or Early Retirement
2. Your TCRS estimate of benefits
3. Proof of your identification (driver's license or birth certificate) and Medicare card if applicable
4. A voided personal check from the account where you want your premium drafted (if it's not yet taken from your pension check)
5. Beneficiary's name, address and phone number for the \$500 death benefit
6. Proof of your beneficiary's identification (driver's license or birth certificate) and Medicare card if applicable

### Virtual meeting option

If you're unable to have an in-person retirement appointment, you will be instructed how to view a retirement planning video and email your completed forms to Employee Benefit Services.





## Questions?

### Employee Benefit Services

**VISIT:** [MNPSBenefits.org/retirement-planning](https://MNPSBenefits.org/retirement-planning)

**CALL:** 615-259-8464

**WRITE:** MNPS, Attention: Employee Benefit Services  
2601 Bransford Ave. Nashville, TN 37204

## Live well

### Vanderbilt Health at MNPS Employee & Family Health Care Centers

You can use the MNPS Health Care Centers and take advantage of all services and programs at no cost to you, just like you did as an active employee.

There is one exception: Under the Cigna Medicare Advantage PPO, primary care visits are a \$0 copay, but Medicare rules require that members pay their cost share for more involved services such as specialist care. See your Retiree Benefits Guide for more information.