

# CLASSIFIED (KPPA- CERS) RETIREMENT GUIDE

<input type="checkbox"/>	Determine your retirement date considering the retirement application filing deadline, your service credit, etc. Consult with Kentucky Public Pensions Authority using their website <a href="https://kyret.ky.gov">https://kyret.ky.gov</a> or by phone on 800-928-4646.
<input type="checkbox"/>	Communicate your retirement date to your supervisor/principal.
<input type="checkbox"/>	<p>Submit a retirement application to KPPA via one of the methods below:</p> <ol style="list-style-type: none"> <li>1) online (Log in to <a href="https://kyret.ky.gov">https://kyret.ky.gov</a> and click on Ready To Retire on the home page). Carefully follow the instructions throughout the retirement module and review your information before submitting your application or</li> <li>2) submit a paper application, Form 6000. Complete the Form 6000, Notification of Retirement and mail to KPPA or fax to the address/fax number on the form. The form is available on the KPPA website. No need for KCS D to sign or fill in any part of the Form 6000.</li> </ol> <p>Send a copy of Page 1 from the submitted Form 6000 to the KCS D Payroll Dept. This is needed so we can submit the correct info. to KPPA and keep the process moving.</p> <p>KCS D Finance Dept. will submit all required financial information to KPPA online. Allow at least 1 week for us to look up the info and submit our part online.</p> <p>Approximately 10 days after KPPA receives your properly completed application, KPPA will mail you an additional packet that you will need to complete and return to them before your retirement is finalized. READ all instructions carefully and contact KPPA at 800-928-4646 if you have questions or visit their website at <a href="https://kyret.ky.gov">https://kyret.ky.gov</a> and view Frequently Asked Questions.</p>
<input type="checkbox"/>	Submit your KCS D Resignation Due to Retirement Notice to KCS D Human Resources via the Google form using this link <a href="#">Resignation Due to Retirement</a>
<input type="checkbox"/>	Your benefits with Kenton County Schools, including health insurance, will terminate on the last day of the month prior to your retirement date. Your COBRA health insurance enrollment paperwork will be mailed from WageWorks. You will also receive a letter with detailed information about current optional insurance coverage that you may be able to continue after retirement. (dental, vision, life etc.).
<input type="checkbox"/>	Consult with KPPA about health insurance plan options, rules and effective dates during retirement. All health insurance plans will be administered through KPPA beginning the first day of retirement.
<input type="checkbox"/>	If applicable, unused sick days are paid to you at 30% of the applicable daily rate at the time of retirement. All payouts will be processed after your retirement date. You may choose to defer all or a portion of your payout to your Kenton County Schools' 403b, 457b, or 401k plan. If you choose this option, a lump sum salary reduction agreement must be completed/amended and submitted to the plan vendor and OMNI (403b Admin) 30 days prior to the payout date. You can obtain this paperwork from your vendor representative. KCS D approved vendors are on the KCS D Finance Dept. webpage.
<input type="checkbox"/>	Retirees who complete their contract will receive all their summer paychecks per the summer paycheck schedule. This does not pertain to 12 month employees.
<input type="checkbox"/>	<b>Disclaimer:</b> This checklist is for informational purposes only and is meant to assist you with preparing to retire from Kenton County Schools; however it is your responsibility to work with KPPA <a href="https://kyret.ky.gov">https://kyret.ky.gov</a> to make sure you have completed all the necessary steps in the retirement process.
<input type="checkbox"/>	Contact Jenny Smith <a href="mailto:jennifer.smith2@kenton.kyschools.us">jennifer.smith2@kenton.kyschools.us</a> (859-957-2639) or Erin Harlow <a href="mailto:Erin.Harlow@kenton.kyschools.us">Erin.Harlow@kenton.kyschools.us</a> (859-957-2626) with any additional questions.