



Kyrene Retiree Q & A

*Zoom Meetings
2/18/2026 and 5/6/2026*

Retirement FAQ's & Answers

Topics

- Choosing your retirement date with ASRS
- Submitting your Retirement Form to Kyrene
- COBRA and Payments
- Life Insurance
- Reminder for FSA account holders
- HSA account balances
- ASRS Health Insurance Premium Reimbursement
- Cash out of accrued sick/personal/vacation time
- Cash out to 403b plan with Nationwide
- ASRS ending payroll verification form
- Payroll topics
- Working with ESI after retirement
- Returning to work with Kyrene after ESI

How do I let ASRS know I am retiring?

- ▶ Log in to your account with the Arizona State Retirement System; www.azasrs.gov
- ▶ After reviewing the applicable webinars on retirement with ASRS as posted on their website and obtaining your benefit estimate from them, follow the instructions on their site to submit your retirement date and complete their required forms.

How do I let Kyrene know I am retiring?

- ▶ When you have decided what exact date you are retiring with ASRS, you can complete your Kyrene retirement form.

*Important Note - the retirement date you indicate with ASRS has to be at least 1 day **after** your last day of work with Kyrene. It cannot be the same day.

- ▶ Complete and submit the Employee Resignation/Request for Release form to your Principal/direct Supervisor with a copy to Talent Management; TMStaff@kyrene.org

COBRA

When do active benefits end?

If you complete your current contract with Kyrene, your benefits stay in effect until June 30.

Can I continue my medical, dental and vision plans after June 30th?

Yes, you will be offered *COBRA* to continue these plans, if you have them at the time of your retirement. Your other benefits are not eligible to be offered through COBRA.

When and how will I get the COBRA notice and election form? AmeriBen administers our COBRA offers. You will receive an election form with rates and payment instructions in the mail to your home address by mid-June. ***Pro tip*** - if you are choosing COBRA for July 1, elect and pay for it right away to avoid gaps in coverage. 60 days to elect, 45 days to pay after electing, but the coverage ends until you pay.

Other benefit plans

What happens to my life insurance?

The district paid life and any additional life insurance you chose ends when you retire. There is a way to convert/port your coverage through the life insurance carrier. You must request a quote from the carrier for this coverage within 30 days of leaving employment.

What happens to my FSA funds?

You must submit a receipt for services or FSA qualified purchases that shows the date of June 30, 2026 or before to claim funds from the account. Any money remaining in an FSA are lost if not spent/claimed properly.

What happens to my HSA funds?

This is a “take it with you” bank account. The money is yours to keep and spend on qualified HSA expenses until the money is exhausted. **Pro tip:** You can use your HSA funds to pay for your Kyrene plan COBRA premiums.

ASRS – Health Insurance Premium Reimbursement

What is the ASRS health insurance premium reimbursement (HIPR)?

If you retire with the ASRS, draw your pension benefits and you elect COBRA for your medical insurance for 18 months, ASRS provides a HIPR amount that can reimburse you for a portion of your medical or dental premiums when you choose COBRA. Typically this amount is \$150 for single coverage, \$260 for family coverage, depending on your eligibility.

How do I apply for the HIPR?

You will first need to elect and pay for your COBRA insurance through AmeriBen. Once you have paid, you will show up on a COBRA report we receive. Kyrene benefits will complete the required form to notify ASRS that you have chosen COBRA. Please be aware it could take 1-2 months for this process to complete.

ASRS – Health Insurance Premium Reimbursement

When will I receive the ASRS health insurance premium reimbursement (HIPR)?

Generally it takes ASRS several months (2-3) to process the HIPR form to send the payment to Kyrene for you. Since the payment comes for all retirees on one check, our A/P department has to generate a Kyrene check to individual retirees to send monthly.

Please expect that your HIPR reimbursement check will not be received by you in your home mail until early October for the first installment. This first payment will include the first 2-3 months of payments. After the first installment, you will receive it monthly.

Pro tip: ALWAYS pay your COBRA premium in full to AmeriBen. AmeriBen knows nothing about the HIPR and they will cancel your insurance election if you short pay the premiums.

When does the HIPR end? When you discontinue or exhaust your 18 months of COBRA election, your HIPR will end. You must notify ASRS and the Kyrene benefits department if you are stopping your COBRA coverage before the end of the 18 months so you are not overpaid. ASRS will contact you to recoup any monies, if you are overpaid.

Cash out of sick/aca/vacation accrued balances

Will I receive a cash out of my accrued time off?

Please refer to the Meet & Confer agreements for your employee group posted online. Eligibility for the cash out is based on year of hire and years of service. You may be eligible for a percentage of your sick or ACA time.

Those employees who earn vacation time would be eligible to have any remaining vacation time paid out.

Pro Tip: Employees who were hired in Kyrene after July 1, 2019 are only eligible for a cash out of sick/aca time if the deposit is directed to an existing Nationwide 403b account, if they meet the years of service rules. Employees hired prior to this date can choose a cash payment or a deposit to the 403b, and if they are eligible for it.

The 403b account must be set up about 4-6 weeks prior to retiring with Nationwide and employees need to send the cash out to 403b form to payroll at least one month prior to retirement to allow time for set up and processing.

Requesting transactions from a 403b after retirement

When can I request a transaction from my 403b after I retire?

Funds in the 403b have to be fully posted and your employment status has to show an employment end date with Nationwide prior to your being able to request a transaction for your funds.

Generally this will all be completed within 6-8 weeks after you retire. Your work status can only be updated with Nationwide, once all of your Kyrene pay has stopped.

ASRS Form – Ending Payroll Verification Form

ASRS Ending Payroll Verification forms are processed by the Kyrene payroll team.

When will payroll process this form?

Payroll must complete and close out all payments to you prior to being able to fill out the ending payroll verification form to send to ASRS. This is usually several weeks after your last day of work. Please be aware that this form may not be completed until late June.

ASRS checklists may indicate to ask payroll about completing it, however this does not hold up your estimated pension payment from ASRS.

Payroll Questions?

Working after retirement/ Phased Retirement ESI

Kyrene Employment - review 20/20 rules through ASRS, returning to work over 20 hours per week may negatively impact your pension. Be sure to review the rules prior to accepting a position.

ESI Retire/Rehire through outside vendor - employees who choose to be hired by ESI after retiring may work in their own position for a commitment of one year at 78% of their exiting salary. Approval for ESI participation is required and is dependent upon positions being available.

Employee Benefit Plan Overview

Plan Type

Vendor

Medical COBRA

Dental COBRA

Vision COBRA

AmeriBen third party administrator, BCBS network

Cigna

EyeMed

Retirement Pension System

Arizona State Retirement System (ASRS)

403b/457b optional plans

Nationwide/ ASRS

Spring Open Enrollment

Do I need to complete the spring annual open enrollment this year, if I am retiring with ASRS or working with ESI through phased retirement.

No.

If you return to work in Kyrene in any capacity next school year or after next year, your benefits eligibility will be reviewed at the time you are rehired by the district.

ESI phased retiree participants do not qualify for Kyrene benefits, since ESI is the participants' employer.

Questions