

**MAKING THE TRANSITION**

# **At-Will Transition Briefing Fall 2009**

**MAKING THE TRANSITION****October 1, 2009  
Agenda**

- |       |                                   |   |
|-------|-----------------------------------|---|
| I.    | Introduction                      | The Honorable Viola Baskerville<br>Secretary of Administration  |
|       |                                   | The Honorable Wayne Turnage<br>Chief of Staff                   |
| II.   | Administrative Information        | Dennis Johnson<br>Governor's Office                             |
| III.  | At-Will Benefits Guide            | Sara Wilson, Director<br>Department of Human Resource Mgmt      |
| IV.   | Workforce Transition Act Benefits | Mike Pote<br>Department of Human Resource Mgmt                  |
| V.    | Health Benefits                   | Mary Habel<br>Department of Human Resource Mgmt                 |
| VII.  | Retirement                        | Zam Chatman<br>Virginia Retirement System                       |
| VIII. | Deferred Compensation Program     | Kelly Hiers<br>ING  |
| VI    | Unemployment Insurance            | Richard Zorn<br>Deputy Secretary of Administration              |
| IX.   | Financial Disclosure Statements   | Bernie Henderson<br>Senior Deputy Secretary of the Commonwealth |

**Breakout Sessions**

## **MAKING THE TRANSITION**

### **Things to Consider**

#### **Severance and Leave**

Am I entitled to a severance package?

Will I be paid for my unused leave balances?

#### **Health Benefits**

When does my health care coverage end?

Does the State provide extended health care coverage?

How much will it cost to have extended health care coverage?

What happens to my Flexible Reimbursement Account?

#### **Retirement**

What happens to my retirement account?

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### General Housekeeping

**State Issued Property** – The Commonwealth of Virginia routinely issues property to authorized personnel. All state issued property must be returned in acceptable working condition prior to separation. It is the responsibility of the individual to whom the property was issued to ensure that the property is returned. Some common types of state issued property are reflected below.

- Cellular telephones (telephone numbers are portable)
- Personal Digital Assistants
- Satellite Desktop Computers/Printers
- Agency Assigned Vehicles
- Identification Badges
- External/Internal Electronic Access Cards
- Office Keys

**Travel Charge Cards** - Travel charge cards are issued to most employees who travel more the twice a year. The cards are issued in the employee's names, not the Commonwealth of Virginia. Employees are encouraged to pay entire account balances prior to separation. Notes of interest are listed below.

- Delinquent and unpaid balances will affect an employee's personal credit history
- Cards should be cancelled approximately one month prior to separation
- Ask your travel charge card administrator for confirmation of the cancellation

**Small Purchase Charge Cards** - Small purchase charge cards are issued in the names of employees to be used for agency purchases of less than \$5,000. Although the cards are in the names of employee's, the agencies are responsible for the card. If you have a small purchase charge card issued in your name, it should be cancelled prior to separation.

- Cards should be cancelled approximately one month prior to separation

**Permanent/Temporary Travel Advance** - Permanent or temporary travel advances are strongly discouraged. However, if you have been issued or authorized either type, it is your responsibility to close the advance out properly. Notes of interest are below.

- If you have been issued an advance, close it out by completing a travel voucher to properly account for and accurately record expenses prior to separation.
- If you have authorized a travel advance for an employee, have that employee complete a travel reimbursement voucher to close out the advance. If necessary the advance can be reissued by a new authority.

**Contact Information** - Upon separating from State Government, make certain that your human resource and payroll departments have accurate contact information for you.

**Personnel Clearance Form** - This form is designed to function as a checklist for employees separating from State Government.



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## Telecommunications

Cellular Phone Asset # \_\_\_\_\_ CN \_\_\_\_\_ Received by: \_\_\_\_\_

Pager Asset # \_\_\_\_\_ PN \_\_\_\_\_ Received by: \_\_\_\_\_

Remote Telephone/Line # \_\_\_\_\_ Termination Date: \_\_\_\_\_

*Commonwealth of Virginia Calling Card*  
Received: \_\_\_\_\_ Termination Date: \_\_\_\_\_

## Electronic Access

Building Access Card Number \_\_\_\_\_ Received by: \_\_\_\_\_

Internal Access Card Number \_\_\_\_\_ Received by: \_\_\_\_\_

Parking Access Card Number \_\_\_\_\_ Received by: \_\_\_\_\_

## Office

Door Keys Received by: \_\_\_\_\_

Desk /Cabinet Keys Received by: \_\_\_\_\_

## Credit Cards

Travel Charge Card# \_\_\_\_\_ Cancellation Date: \_\_\_\_\_  
(Support Services Action)

Small Purchase Charge Card# \_\_\_\_\_ Cancellation Date: \_\_\_\_\_  
(Support Services Action)

Universal Air Travel Card# \_\_\_\_\_ Cancellation Date: \_\_\_\_\_  
(Support Services Action)

## Contact Information

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Administrative

Retirement/Deferred Compensation Form Submission Date: \_\_\_\_\_

Health Benefits Form Submission Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

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## Support Services Actions

Cellular Phone Cancellation Date: \_\_\_\_\_ Cancelled By: \_\_\_\_\_

Pager Cancellation Date: \_\_\_\_\_ Cancelled By: \_\_\_\_\_

Cellular Phone Recycle Date: \_\_\_\_\_ Agency Assigned to: \_\_\_\_\_

Pager Recycle Date: \_\_\_\_\_ Agency Assigned to: \_\_\_\_\_

## Confirmations

Receipt of Items listed above: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Director Date: \_\_\_\_\_

Transfer of Items/Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Director Date: \_\_\_\_\_

**MAKING THE TRANSITION****Frequently Asked Questions  
WTA Severance Benefits****What are transitional severance benefits?**

Severance benefits, or transitional severance benefits, are benefits provided to eligible employees designed to lessen the impact of involuntary separation by providing some cash payments and continuing key benefits for a period of time. Severance benefits include:

- Transitional severance payments and
- Continuation of the state's contribution toward health and life insurance premiums, **or**
- Enhanced retirement benefits (for full-time employees who are at least 50 years of age and are vested in VRS, SPORS, or VaLORS).

**Who is eligible to receive transitional severance benefits conferred under Title 2.2, Chapter 32 of the Code of Virginia, the Workforce Transition Act of 1995?**

- Any employee whose position is exempt from the Virginia Personnel Act pursuant to subdivision 3 or 20 of section 2.2-2905.

*Note:* Employees in Subdivisions 3 and 20 are officers appointed by the Governor whether General Assembly confirmation is required or not, and Chief Deputies or Confidential Assistants for Policy or Administration in agencies, respectively.

**If the employee accepts another job with the state, do the severance benefits end?**

Yes. If an employee is hired by the original agency or another state agency, even as an hourly employee, independent contractor, or consultant while receiving severance payments, severance payments cease. State contributions to health and life insurance continue for up to a year unless the employee is re-employed into a salaried state position that provides health and life insurance.

If an employee who used the enhanced retirement benefit returns to a position covered by VRS, SPORS, or VaLORS, he or she is no longer retired, and all retirement benefits stop. If this employee works for some time and again retires, the enhanced retirement benefit will not be applied to another retirement.

**Do an employee's severance benefits stop if he or she accepts a job in the private sector?**

No.

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### **How are transitional benefits determined?**

- The duration of the severance payments are based upon the employee's years of continuous service. Partial years of service are rounded up to the next highest year. For example, if an employee has 9 years and 5 months of continuous service at the time of layoff, it will be considered 10 years of service for the severance payment calculation.
- The maximum severance payment to which an employee may be entitled is 36 weeks of salary:

<u>Years of Service</u>	<u>Amount of Severance Benefit</u>
2 years or less	4 weeks salary
3 – 9 years	4 weeks salary plus an additional week for every year over 2
10 – 14 years	12 weeks salary plus 2 additional weeks for every year over 9
15 years or more	2 weeks salary per year not to exceed 36 weeks of salary

### **Will severance payments be equal to the employee's semi-monthly salary?**

By statute, severance payments are based on weekly salary amounts (annual salary divided by 52). For example, an employee with seven years of state service is eligible to receive severance payments equal to nine weeks of salary. The employee will be paid two weeks' salary on the agency's normal payroll schedule (every two weeks or semi-monthly) for about eight weeks; the last severance payment will be one week's salary.

### **What deductions can be taken from severance payments?**

The employee's contribution to health insurance premiums may be deducted from the severance payments. Employees should check with their payroll offices regarding other deductions.

### **Can an employee defer a portion of the severance payments through the Deferred Compensation Program so he or she can receive the cash match?**

No, deferred compensation may not be deducted from severance payments and cash match does not continue.

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### **Are severance payments subject to Direct Deposit?**

Yes. Employees will receive their severance payments by whatever method they receive their paychecks.

### **What is the enhanced retirement option?**

This is an option that allows full-time employees who are at least 50 years old and are vested members of VRS, SPORS, or VaLORS to apply the value of the severance payments and state-paid portions of life and health insurance premiums either to their age, service credit, or a combination of both (except that employees eligible for unreduced retirement may add this value to creditable service only) so that their retirement benefit is enhanced. The agency determines the cash equivalent of the severance benefits, and then divides that amount by 15% of the employee's annual salary to determine the number of years that can be added to the employee's retirement credit or age. Partial years are raised to the next full year.

### **Can an employee who is 48 years old take the enhanced retirement option and use the credit to add 2 years to his or her age to achieve the threshold of 50 years of age?**

No. The employee must be at least 50 years of age and must have at least 5 years of service credit to select the enhanced retirement option.

### **Can an employee take the enhanced retirement option and delay his or her retirement for several months or up to a year?**

No. If an employee decides to take the enhanced retirement severance option, he or she must retire immediately.

### **How long does the state's contribution toward health and life insurance premiums continue?**

The state's contribution toward health and life insurance premiums continues for 12 months from the separation date or until the employee is re-employed in another salaried state position that provides benefits.

### **What other benefits are affected when an employee receives severance benefits?**

The chart on the next page summarizes the effects of severance benefits on other benefits.



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### Chart of Benefits

Benefit Type	Effect Of Severance Benefit On Other Benefits
Group Life Insurance	<ul style="list-style-type: none"> <li>• Employer continues insurance premium for 12 months for employees receiving severance payments.</li> <li>• Employees on LTD-Working or on LTD that transitioned from STD continue to be covered by group life insurance if they receive severance payments.</li> </ul>
Healthcare	<ul style="list-style-type: none"> <li>• Employer paid premium continues for 12 months for full-time employees receiving severance payments.</li> <li>• Full-time employees who are on LTD-Working or who transitioned from STD to LTD and are receiving severance benefits continue to be covered by the active group health insurance with employer-paid premiums.</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>• Severance Benefits are paid based on weekly salary whether or not holidays occur.</li> </ul>
Optional Life Insurance	<ul style="list-style-type: none"> <li>• Employees may convert to an individual policy upon separation.</li> <li>• Employees choosing enhanced retirement may continue a portion of optional life insurance coverage. Contact Virginia Retirement System (VRS) for details.</li> </ul>
Retirement Service Credit	<ul style="list-style-type: none"> <li>• Employees receiving VSDP benefits <u>and</u> severance payments will receive retirement service credit while receiving VSDP benefits. Retirement contributions continue during STD.</li> <li>• Pre-tax purchase of prior service ends when severance benefits begin.</li> <li>• Eligible employees may apply the severance benefit to obtain an enhanced retirement benefit.</li> </ul>
Service Credit for Leave and/or VSDP	<ul style="list-style-type: none"> <li>• Time counts towards service for annual, sick, and family and personal leave.</li> <li>• Contact VRS for details</li> </ul>
Unemployment Compensation	<ul style="list-style-type: none"> <li>• Employees may receive unemployment compensation (UC), but severance payments are reduced by the amount of any UC payments.</li> <li>• Amount deducted from severance payments for UC shall be paid in a lump sum at the end of severance payments.</li> <li>• Contact the Virginia Employment Commission (VEC) for details.</li> </ul>
VSDP Short-term Disability and LTD-Working	<ul style="list-style-type: none"> <li>• Severance payments offset VSDP benefits.</li> <li>• If an employee is still disabled at the end of severance, VSDP benefits continue.</li> <li>• Employees who move from STD or LTD-Working to LTD continue to receive severance benefits.</li> <li>• Agencies must report severance payments of employees receiving VSDP benefits.</li> <li>• Time counts toward 180-day waiting period for LTD.</li> <li>• Employees in LTD-Working immediately move into LTD.</li> </ul>
VSDP Long-term Disability	<ul style="list-style-type: none"> <li>• Employees on LTD when separation occurs are not eligible.</li> </ul>
Workers' Compensation	<ul style="list-style-type: none"> <li>• Eligible employees receive severance and WC payments.</li> <li>• Agency supplement for employees not covered by VSDP stops while employee receives severance benefits.</li> <li>• VSDP benefits for eligible employees are offset by severance payments.</li> </ul>
457 Deferred Compensation Plan	<ul style="list-style-type: none"> <li>• Severance benefit may not be contributed to the plan.</li> <li>• Distribution available once you terminate employment.</li> </ul>



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### Frequently Asked Questions - Health Benefits Coverage

#### May I continue to participate in the state health plan?

- If you are **involuntarily separated and eligible for WTA**, you may continue your health benefit plan for 12 months. You will continue to pay the employee share of the premium just as you do now.
- If you **leave voluntarily and are NOT eligible for WTA**, you are covered until the end of the month in which your last premium was paid.
- At the end of WTA or when you leave state service, you have several options for health benefits:
  - 1) **Retire** - Coordinate with VRS if you plan to retire. VRS handles all this advice and will fully explain your options.
  - 2) **COBRA** - Coordinate with your Benefits Administrator to enroll in COBRA Extended Coverage within 60 days from the date your health care is scheduled to end.
  - 3) **Non-state plan** - Enroll in a non-state health plan.

#### How much will I have to pay for my health benefits plan?

The rate you pay will depend on the plan you select. Rate sheets are attached for:

- 1) WTA rates
- 2) Medicare eligible retirees
- 3) Non-Medicare eligible retirees
- 4) COBRA

#### Do I need documentation that I had state health coverage?

If you participated in the state health benefits program, you will receive a Certificate of Coverage. This is helpful to you if you enroll in another plan that excludes coverage for pre-existing conditions.

#### What happens to my Flexible Reimbursement Account(s)?

- If you are **receiving WTA severance** benefits, you have an election to make.
  - If you elect to continue your Medical Reimbursement Account as well as your Dependent Care Reimbursement Account, it will be on a pre-tax basis until the end of the fiscal year.
  - If you elect NOT to continue, you may file for claims incurred during your employment.
- If you are **NOT receiving WTA severance** benefits,
  - You may NOT continue your Dependent Care Reimbursement Account.
  - If you elect COBRA Extended Coverage or retire, you may continue your Medical Reimbursement Account on an after-tax basis. Coordinate with your Benefits Administrator to review your individual situation since other rules apply.

#### Who do I contact if I have questions?

For information about Extended Coverage, initial notification of qualifying events, and initial enrollment, contact your agency Benefits Administrator. Be sure to keep your Benefits Administrator informed of any address change, so that we will be able to reach you if needed.

To make changes to Extended Coverage after initial enrollment, contact:

Office of Health Benefits Extended Coverage Administrator  
101 N. 14th Street, 13th Floor  
Richmond, VA 23219  
Telephone: 888/642-4414



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### Commonwealth of Virginia Health Benefits Program

#### Workforce Transition Act Monthly Premiums (Effective July 1, 2009 – June 30, 2010)

Health Care Plans	You Only	You Plus One	You Plus Two or More
<b>COVA HDHP - High Deductible Health Plan</b>			
<i>Employee Pays</i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Total Premium</i>	\$389	\$721	\$1,054
<b>COVA Care/COVA Connect* (with basic dental)</b>			
<i>Employee Pays</i>	<b>\$41</b>	<b>\$101</b>	<b>\$144</b>
<i>Total Premium</i>	\$485	\$898	\$1,313
<b>COVA Care/COVA Connect* Plus Out-of-Network</b>			
<i>Employee Pays</i>	<b>\$53</b>	<b>\$117</b>	<b>\$165</b>
<i>Total Premium</i>	\$497	\$914	\$1,334
<b>COVA Care/COVA Connect* Plus Expanded Dental</b>			
<i>Employee Pays</i>	<b>\$56</b>	<b>\$130</b>	<b>\$187</b>
<i>Total Premium</i>	\$500	\$927	\$1,356
<b>COVA Care/COVA Connect* Plus Out-of-Network &amp; Expanded Dental</b>			
<i>Employee Pays</i>	<b>\$67</b>	<b>\$145</b>	<b>\$207</b>
<i>Total Premium</i>	\$511	\$942	\$1,376
<b>COVA Care/COVA Connect* Plus Expanded Dental Plus Vision &amp; Hearing</b>			
<i>Employee Pays</i>	<b>\$66</b>	<b>\$149</b>	<b>\$212</b>
<i>Total Premium</i>	\$510	\$946	\$1,381
<b>COVA Care/COVA Connect* Plus Out-of-Network Plus Expanded Dental Plus Vision &amp; Hearing</b>			
<i>Employee Pays</i>	<b>\$77</b>	<b>\$163</b>	<b>\$231</b>
<i>Total Premium</i>	\$521	\$960	\$1,400
<b>Kaiser Permanente HMO – available in Fredericksburg area and Northern Virginia</b>			
<i>Employee Pays</i>	<b>\$40</b>	<b>\$99</b>	<b>\$140</b>
<i>Total Premium</i>	\$478	\$882	\$1,287

\*COVA Connect is for members in designated Hampton Roads zip codes



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### Commonwealth of Virginia Retiree Health Benefits Program

#### *Medicare Retiree Monthly Premiums* (Effective January 1 – December 31, 2009)

PLAN	ONE PERSON	TWO PERSONS**
Advantage 65	\$270	\$540
Advantage 65 + Dental/Vision	\$295	\$590
Advantage 65 – Medical Only*	\$128	\$256
Advantage 65 – Medical Only + Dental/Vision*	\$153	\$306

\*These plans do not include prescription drug coverage

#### NOT AVAILABLE TO NEW ENROLLEES

Option I – Medicare Complementary	\$254	\$508
Option II – Medicare Supplemental	\$318	\$636
Option II + Dental/Vision	\$343	\$686

\*\*Two persons may choose the same plan or different Medicare-eligible plans; the total premium is the sum of each selection.

**Important:** *Timely payment of the total premium is the State retiree group member's responsibility whether the premium is withheld from a retirement benefit or billed directly by the health plan. Failure to pay premiums within 31 days of the due date will result in termination of coverage.*



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### Commonwealth of Virginia Retiree Health Benefits Program

#### Monthly Premiums for Non-Medicare Eligible Retirees (Effective July 1, 2009 – June 30, 2010)

Health Care Plans	You Only	You Plus One	You Plus Two or More
<b>COVA HDHP - High Deductible Health Plan</b>			
Total Premium	\$389	\$721	\$1,054
<b>COVA Care/COVA Connect* (with basic dental)</b>			
Total Premium	\$485	\$898	\$1,313
<b>COVA Care/COVA Connect* Plus Out-of-Network</b>			
Total Premium	\$497	\$914	\$1,334
<b>COVA Care/COVA Connect* Plus Expanded Dental</b>			
Total Premium	\$500	\$927	\$1,356
<b>COVA Care/COVA Connect* Plus Out-of-Network &amp; Expanded Dental</b>			
Total Premium	\$511	\$942	\$1,376
<b>COVA Care/COVA Connect* Plus Expanded Dental Plus Vision &amp; Hearing</b>			
Total Premium	\$510	\$946	\$1,381
<b>COVA Care/COVA Connect* Plus Out-of-Network Plus Expanded Dental Plus Vision &amp; Hearing</b>			
Total Premium	\$521	\$960	\$1,400
<b>Kaiser Permanente HMO – available in Fredericksburg area and Northern Virginia</b>			
Total Premium	\$478	\$882	\$1,287

\*COVA Connect is for members in designated Hampton Roads zip codes



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**Extended Coverage (COBRA) Monthly Premiums**

(Effective July 1, 2009 – June 30, 2010)

**Extended Coverage (COBRA) Participant:** For 18 and 36 months, pays the Total Premium + 2%; for 19-29 months of disability, pays the Total Premium + 50%.

Health Care Plans	You Only	You Plus One	You Plus Two or More
<b>COVA HDHP - High Deductible Health Plan</b>			
Total Premium – 18 & 36 months	\$397	\$735	\$1,075
Total Premium – 29 months	\$584	\$1,082	\$1,581
<b>COVA Care/COVA Connect* (with basic dental)</b>			
Total Premium – 18 & 36 months	\$495	\$916	\$1,339
Total Premium – 29 months	\$728	\$1,347	\$1,970
<b>COVA Care/COVA Connect* Plus Out-of-Network</b>			
Total Premium – 18 & 36 months	\$507	\$932	\$1,361
Total Premium – 29 months	\$746	\$1,371	\$2,001
<b>COVA Care/COVA Connect* Plus Expanded Dental</b>			
Total Premium – 18 & 36 months	\$510	\$946	\$1,383
Total Premium – 29 months	<b>\$750</b>	\$1,391	\$2,034
<b>COVA Care/COVA Connect* Plus Out-of-Network &amp; Expanded Dental</b>			
Total Premium – 18 & 36 months	\$521	\$961	\$1,404
Total Premium – 29 months	\$767	\$1,413	\$2,064
<b>COVA Care/COVA Connect* Plus Expanded Dental Plus Vision &amp; Hearing</b>			
Total Premium – 18 & 36 months	\$520	\$965	\$1,409
Total Premium – 29 months	\$765	\$1,419	\$2,072
<b>COVA Care/COVA Connect* Plus Out-of-Network Plus Expanded Dental Plus Vision &amp; Hearing</b>			
Total Premium – 18 & 36 months	\$531	\$979	\$1,428
Total Premium – 29 months	\$782	\$1,440	\$2,100
<b>Kaiser Permanente HMO – available in Fredericksburg area and Northern Virginia</b>			
Total Premium – 18 & 36 months	\$488	<b>\$900</b>	\$1,313
Total Premium – 29 months	\$717	<b>\$1,323</b>	\$1,931

\*COVA Connect is for members in designated Hampton Roads zip codes



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### **Frequently Asked Questions VRS General**

#### **What type of plan is VRS?**

VRS is a defined benefit plan under Section 401(a) of the Internal Revenue Code. This means that VRS will pay each eligible member a fixed benefit upon retirement. The amount of the benefit is based on the member's years of service, age at retirement and the average of 36 consecutive months of highest salary. After retirement the benefit is adjusted for inflation.

#### **Who is covered under the Virginia Retirement System?**

VRS is a multiple employer public pension fund, covering employees of more than 700 state agencies, public school boards and local governments. VRS also covers the State Police Officers' Retirement System (SPORS), the Judicial Retirement System (JRS) and the Virginia Law Officers' Retirement System (VaLORS). VRS membership currently totals 403,000 active and retired public employees.

#### **What are the advantages of participating in a defined benefit plan such as VRS?**

The employer assumes the investment risk. Because the benefit is based on a formula, it is possible to calculate what the benefit will be in retirement. By law, eligible members are guaranteed a benefit for life, with inflation protection after retirement through Cost of Living Adjustments (COLAs).

#### **Can I take a loan on my VRS retirement fund?**

No, the Code of Virginia does not permit anyone to borrow against VRS retirement funds.

#### **What is the Member Benefit Profile?**

VRS sends these statements to employers in September for distribution to members. The Member Benefit Profile is an annual statement giving:

- the amount in your retirement account,
- the amount of your life insurance, and
- the estimated amount of benefit you will receive at retirement based on your current salary and years of service.

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### **Frequently Asked Questions VRS Plan Participants -Health Insurance Credit**

#### **Who is eligible for the health insurance credit?**

State employees, teachers, employees of local school boards and participating local government, constitutional officers, employees of constitutional officers and local social service employees who retire with 15 or more years of service are eligible. Members retiring on VRS disability or receiving a long-term disability benefit through the Virginia Sickness & Disability Program also are eligible.

#### **How do I apply for the health insurance credit benefit?**

Retirees should complete and send the Request for Health Insurance Credit VRS-45 to VRS. The credit will be added to the monthly retirement benefit. Those who do not receive a monthly retirement benefit will receive a check from VRS for the reimbursable amount.

#### **Will I need to submit a Request for Health Insurance Credit if VRS is taking deductions for my health insurance?**

No. The health insurance credit is automatically added to your monthly retirement check.

#### **How do I determine the date I will be eligible to receive my health insurance credit?**

The payment of your health insurance credit is based on the date of your eligibility and the date that you enroll in a qualified health insurance plan and begin paying a premium.

#### **What plans qualify for health insurance credit reimbursement?**

- Medicare Part B coverage;
- Employer-sponsored plans, including the Commonwealth of Virginia Health Benefits Program;
- Dental, vision and prescription drug plans; and
- Any plan that provides a broad range of medically necessary services.

#### **What plans do not qualify for the health insurance credit reimbursement?**

Coverage for specific diseases or procedures to treat specific illnesses, such as cancer insurance; hospital indemnity policies that pay a daily amount for each day spent in the hospital; and plans covering home health care, long-term care, long-term disability or life insurance coverage are not eligible.

#### **How is the reimbursable amount determined?**

The health insurance credit reimbursement amount is a dollar amount for each year of your service. The reimbursable amount is based on your portion of the premium only and cannot exceed either the amount of the health insurance credit or premium paid.

#### **If I apply after the start date of my health insurance coverage, am I entitled to retroactive reimbursement of the health insurance credit?**

Yes. You can receive reimbursement retroactive to your eligibility date up to a maximum 12-month retroactive period from the date VRS receives your completed Request for Health Insurance Credit.

**If I am paying a premium for family health coverage or if I am covered on my spouse's plan, will I be entitled to a health insurance credit?**

Yes. Reimbursement is based on your portion of the premium. If you cannot determine your portion, you will receive a reimbursement for either the health insurance credit amount or one half of the total premium amount you listed on your form, whichever is less.

**What if my health insurance premium changes or my coverage is cancelled?**

It is important to notify VRS immediately in the event your premium changes or your coverage is cancelled. If VRS is not notified, you may receive an overpayment of your health insurance credit. You would be responsible for repaying the amount. You also may be required to pay income taxes on reimbursements that exceed the cost of your health insurance premium. Retirees should notify VRS of any health coverage changes, including changes to the effective date, by submitting a new Request for Health Insurance Credit.

**Does the health insurance credit transfer to the eligible member's spouse and/or dependent when they die?**

No. The health insurance credit terminates at the death of the eligible member.

**Will eligibility for the health insurance credit continue if I cancel my health insurance coverage?**

You remain eligible for the health insurance credit if you cancel your health coverage. If you enroll in and begin paying premiums for another qualified health plan, submit a new Request for Health Insurance Credit form VRS-45.

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### **Frequently Asked Questions Optional Retirement Plan for Political Appointees**

#### **If I continue employment with the Commonwealth what are my options?**

- *If you continue employment in another position that is ORPPA eligible and you do not have a break-in-service (defined below) your participation continues in the Plan originally chosen. You are not eligible for a distribution of your account.*
- *If you return to work in another position that is ORPPA eligible and you have a break-in-service you are again eligible to choose between VRS and ORPPA as your main retirement plan. You may only take a distribution of your account if it is done prior to being reemployed. Once reemployed following a break in service you are not eligible for a distribution of your account.*
- *If you return in another position that has only the VRS defined benefit as the retirement plan and you do not have a break-in-service, you may not take a distribution from the ORPPA other than to purchase VRS service credit for the time covered by the ORPPA.*
- *If you return in another position that has only the VRS defined benefit as the retirement plan and you have a break-in-service, you lose your right to purchase VRS service credit for the time covered by the ORPPA. You may take a distribution from the ORPPA if accomplished prior to being reemployed.*

#### **What is a break-in-service?**

A break-in-service is defined as a period of at least one calendar month during which an individual was not an employee of the Commonwealth of Virginia. Summer breaks, annual leave, sick leave, FMLA leave of less than 12 weeks (or more based on the employer's policy), education leave and sabbaticals do not count toward the one month required for a break-in-service.

The Internal Revenue Service (IRS) requires that you have a severance from service with the employer who provides your Plan in order to be eligible for a distribution from the Plan. All agencies and institutions of the State are considered to be a single employer, the Commonwealth of Virginia. Virginia public school divisions and political subdivisions are considered to be separate employers.

The Code of Virginia also requires that certain conditions be met for you to receive a benefit from any retirement plan created by Title 51.1, Chapters 1,2, 2.1 or 3. If you are reemployed in a position eligible to elect the ORP, your benefit payout must stop whether you choose VRS or the ORP as your retirement plan.

**When am I eligible to purchase VRS service credit for the time I was covered by the ORPPA?**

You are only eligible to purchase VRS service credit with your ORPPA account if you continue employment with the Commonwealth in another position that has only the VRS defined benefit as the retirement plan and you do not have a break-in-service. In this case you may not take a distribution from your ORPPA account other than to purchase VRS service credit for the time covered by the ORPPA. Contact VRS Member Services for more information.

**What IRS rules apply to accepting part-time employment with an agency or institution of the Commonwealth?**

If you terminate employment under the ORP and later return to part-time or non-salaried employment with an agency or institution of the Commonwealth, you must meet the following criteria to be eligible to receive a payout from the ORP:

- Have a break in service of at least one full calendar month [summer breaks, annual leave, sick leave, FMLA leave of less than 12 weeks (or more based on employer's policy), educational leave, and sabbaticals do not count toward the time required for a break-in-service],
- You and your employer had no pre-determined date that you return to employment, and
- The work you do does not have the same duties or hours that you worked prior to leaving your ORP-covered position.

**What other restrictions apply to my employment with a public employer in Virginia?**

You may not be an active participant in this Plan (meaning that contributions are being paid on your behalf) and at the same time be an active member in another plan created by the Title 51.1, Chapters 1, 2, 2.1 or 3 of the Code of Virginia. If you have dual public employment, making you eligible for more than one retirement plan, you must choose the plan under which you wish to be covered.

**When may I receive my retirement distribution?**

You may begin to receive a distribution from the Plan at any time after your severance from employment, unless you are reemployed with a public employer in Virginia and become an active participant in one of the retirement plans created by the Code of Virginia Title 51.1, Chapter 1, 2, 2.1 or 3. In some cases returning to work for the Commonwealth on a part-time basis will make you ineligible for a distribution from the Plan.

*Please note that the date you choose to begin your distribution from the Plan may also affect your eligibility for the State Retiree Health Benefit Program and for the retiree Health Insurance Credit.*

**When must I begin receiving my retirement distribution?**

Once you have severed employment, you must begin to receive your retirement distribution no later than April 1 following the calendar year in which you attain age 70 ½. However, if you remain employed by an employer that provides the Plan after attaining age 70½, you may wait until the date you retire or take an in-service distribution while you are still employed by the state. This required beginning date is imposed by Internal Revenue Code Section 401(a)(9).

### **How will my benefits under the ORP be paid to me?**

Your account balance determines the amount of benefit you will have in retirement. Your account balance is made up of the contributions paid by your employer adjusted for fees and gains or losses on your account including funds you may have rolled into the Plan.

There is no requirement that you begin receiving benefits until you reach age 70 ½ or when you sever employment, if later. You can choose to leave your account in the Plan and manage your accounts until you are ready to receive a distribution.

Your benefits may be paid to you in the form of an annuity for your lifetime. The amount of monthly annuity payments is based on the value of your account, your life expectancy, prevailing interest rates at the time you start receiving your life annuity and whether or not you select a survivor option.

You may choose to have your benefit paid as a joint and survivor annuity with a percentage of the annuity payable to you during your lifetime continuing to your named survivor after your death for the rest of that person's life. You may choose a survivor percentage of 50%, 66-2/3% or 100%.

In addition, instead of an annuity payment, the Plan permits you to elect to receive your benefit as a single lump sum payment or in periodic payments of an amount per payment or for a frequency of payment selected by you.

***Please note that if you select a lump sum payment, including a rollover to another plan, you will not be eligible for the State Retiree Health Benefits Program or for the retiree Health Insurance Credit.***

Other options may be also available. You will have the opportunity to discuss distribution options with your registered representative who will help you understand and select the best option for your circumstances.

### **Will the time and form of payment that I choose have any affect on other benefits available to me in retirement?**

Yes, in order to be eligible for Group Life Insurance (GLI) in retirement you must leave your account balance in the Plan. You may start a distribution (including the purchase of an annuity) or you may defer taking your distribution. This is analogous to a VRS retiree who is eligible for GLI whether or not he starts to receive a benefit but who loses eligibility by taking a refund of the Member Contribution Account.

To be covered by the State Retiree Health Benefits Program you must begin an immediate periodic benefit from the ORPPA. If you do not start an immediate periodic benefit you are not eligible to enroll in the State Retiree Health Benefits Program when you do start a payout from the Plan.

In order to be eligible for the retiree Health Insurance Credit, you must be receiving periodic payments from the Plan when the benefit starts if otherwise qualified. You can, therefore, defer your retirement payment and later qualify for retiree Health Insurance Credit.

**Important Note Regarding Your Health Benefits:**

If periodic payments cease, you will lose your eligibility to remain in the State Retiree Health Benefits Program as well as your eligibility for the VRS Health Insurance Credit.

**How do I apply for the health insurance credit benefit?**

Your employer will need to complete the Optional/Alternative Retirement Plan Health Insurance Credit Employer Certification of Service form VRS-75. This form is for initial enrollment into the health insurance credit program. In the future, you must notify VRS of changes to your health insurance coverage by completing and sending to VRS the Request for Health Insurance Credit form VRS-45.

**Are there any other rules governing the payout option that I may choose?**

Yes. Once you reach age 70 ½ and have severed employment, the Plan requires you to choose a payout option that will satisfy certain minimum distribution rules which are necessary according to Internal Revenue Code Section 401(a)(9).

Under these rules, you must choose a payout option that will pay out your benefit over your life or life expectancy, or over the joint lives or life expectancies of you and your beneficiary.

Your registered representative can help you determine whether your selected payout option will satisfy these rules. The Plan offers automated minimum distribution, which insures that your distributions are timely and accurate. The Automated Minimum Distribution Request form is on the Plan Web site at [www.vadcp.com](http://www.vadcp.com) under Plan Information/ Optional Retirement Plan for Political Appointees.

**What tax rules apply to the benefits paid under the Plan?**

You are not required to take a distribution from the Plan when you sever employment unless you are at least age 70 ½. You may leave the monies in the Plan and continue to manage your account. If you receive benefit payments under the Plan, they are subject to federal and state income taxes when distributed to you or your beneficiary. Depending upon your age when you begin receiving the benefit you may also be subject to a 10% early withdrawal penalty. The 10% early withdrawal penalty will not apply if you sever employment after age 55 or take your distribution in the form of periodic payments.

You may also roll your account into the Virginia Cash Match or an Individual Retirement Account (IRA) or other tax qualified plan. These plans also have a Minimum Required Distribution at age 70 ½. Review the “Special Tax Notice” located with the distribution forms on the DC Plans Web site at [www.varetire.org](http://www.varetire.org) under the Defined Contribution Plans tab.

**If I am eligible for a distribution what forms do I need to complete?**

First you should complete the Termination Certification Form (VRS 65-E) and return it to your employer. This is not a distribution form but a certification that you understand the effect your election has on other benefits. It will also allow your employer to certify your continued eligibility in the group life insurance.

If you are leaving your benefit in the plan you do not need to complete any additional forms. If you would like to begin a distribution the forms are available on the DC Plans Web site at [www.vadcp.com](http://www.vadcp.com) under Plan Information/ORP for Political Appointees/Forms.

**Where do I go for more information on my payout options?**

For more information you may contact a registered representative at ING Institutional Plan Services, the service provider for the Plan. The Virginia office is located at 919 East Main Street, Suite 1604, Richmond. Office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Eastern Time. You may also contact a registered representative by calling the toll-free Plan Information Line at **1-VRS-DC-PLAN1 (1-877-327-5261)**. Customer Service Associates are available Monday – Friday, 8 a.m. to 8 p.m., except on most New York Stock Exchange holidays. For the hearing impaired: TDD at 1-877-671-3146

Additional information is also available on the Web site at [www.varetire.org](http://www.varetire.org).

## **MAKING THE TRANSITION**

### **Frequently Asked Questions Purchase of Prior Service**

#### **What are the advantages of purchasing prior service credit?**

The more service you have in VRS, the larger your retirement benefit will be. Many active members are eligible to “buy back” prior service periods (for example, military service, public or civil service, unpaid maternity leave, etc.) to add to their current VRS records. In most cases, buying additional service adds enough money to your monthly benefit to make the cost of the purchase worthwhile. Please visit our Purchase of Prior Service section on the VRS Web site at [www.varetire.org](http://www.varetire.org) for all the details and latest information on buying service.

#### **How much will it cost me to purchase prior service credit?**

Generally, service is available for purchase at 5% of current salary or AFC as long as you enter a contract to buy it within 3 years of joining VRS (or by July 1, 2004 if you were a member of VRS prior to July 1, 2001). After these deadlines, the cost goes up to actuarial cost. See the Purchase of Prior Service section on the VRS Web site at [www.varetire.org](http://www.varetire.org) for much more detailed information.

#### **How do I purchase service credit?**

You will need to complete the Application for Purchase of Prior Service Credit VRS-26 . All service must be purchased while you are still working. Again, for all the details, visit our Purchase of Prior Service section on the VRS Web site at [www.varetire.org](http://www.varetire.org).

**MAKING THE TRANSITION****Commonwealth of Virginia 457 Deferred Compensation Plan  
Frequently Asked Questions****General****What is the Deferred Compensation Plan?**

The Commonwealth of Virginia 457 Deferred Compensation Plan (457 Plan) is a tax-deferred retirement savings plan established under Internal Revenue Code Section 457(b) and Chapter Six of Title 51.1 of the *Code of Virginia*. The Plan enables employees of the Commonwealth and other public employers in Virginia who adopt the Plan to contribute up to the annual limit, or 100% of includible compensation, whichever is less. Includible compensation is all compensation except that used to purchase VRS defined benefit plan service on a tax deferred basis. The annual limit for 2009 is \$16,500. If you are age 50 or older, you may contribute an additional \$5,500 for a total of \$22,000. If you are nearing retirement, you also may be eligible for the Standard Catch-Up, which might allow you to contribute up to \$33,000 in 2009. The amount contributed accumulates tax-deferred until the Plan amounts are distributed, generally after retirement. Participants in the 457 Plan also may be eligible for the Virginia Cash Match Plan.

**Who's eligible to enroll?**

All employees of the Commonwealth and participating employers, including wage employees and elected or appointed officials, are eligible to enroll. There is no upper or lower age limit for participation. Salaried state employees hired or rehired on or after January 1, 2008 are enrolled in the 457 Plan through Automatic Enrollment, unless they already have a 457 Plan account, self enroll, opt out or actively contribute to a 403(b) account.

**What does tax-deferred mean?**

Contributions are taken out of pay before taxes are calculated, reducing current taxable income. Participants have more take-home pay than by saving the same amount with after-tax dollars. Also, earnings on the account accumulate tax deferred.

**How does the amount contributed affect income tax?**

The income on which federal and Virginia income tax is calculated is reduced by the amount of money contributed to the Plan. For example, if an employee's salary is \$28,000 and the employee contributes \$1,800 (\$75 per pay period x 24 pay periods per year), income for federal and Virginia income tax purposes will be \$26,200.

**Does this mean I will never have to pay taxes on my contributions?**

No. Under federal and Virginia law, your 457 Plan contributions and any earnings are tax-deferred, allowing more of your money to potentially grow compared to after-tax alternatives. Upon withdrawal, each payment you receive from your account is subject to federal and state income taxes as you receive it. Amounts remaining in your account are tax-deferred until they are withdrawn.

### **How do I qualify for the employer Cash Match?**

If you're a full-time or part-time salaried state employee making continuous contributions of at least \$10 per pay period to the Plan, you're eligible for the Virginia Cash Match Plan. Your employer will match 50% of your contribution to the 457 Plan or \$20 per pay period, whichever is less. If you are employed by a political subdivision or a school division that adopted the Virginia Cash Match Plan your employer sets the amount of the match.

### **How is the 457 Plan different from a traditional IRA?**

The 457 Plan offers you the convenience of setting some money aside on a regular basis, with each paycheck. This may help you keep the discipline you need to save for your retirement. In addition, unlike a traditional IRA, you will not incur a 10% tax penalty for distributions from the 457 Plan taken prior to age 59½. However, other deferred compensation distribution restrictions apply. As explained above, the 457 Plan allows you to defer large amounts of money (100% of your includible compensation or \$16,500 for 2009, whichever is less) and your right to use the Plan is not limited by any income threshold test, such as the one imposed for traditional IRA deductions.

### **Will participating in the 457 Plan affect my VRS pension benefits or Social Security?**

No. The 457 Plan offers you the opportunity to save, in addition to your VRS benefit. Your VRS benefit is calculated on your credible compensation before the contribution to the 457 Plan is taken out. Also, FICA tax is paid on the amount you contribute to the Plan, so participation does not reduce your Social Security benefit.

## **Enrolling in the Plan**

### **What is Automatic Enrollment?**

Automatic enrollment applies to salaried state employees hired or rehired on or after January 1, 2008. Employees receive a notice that they will be automatically enrolled approximately 90 days after the date of the notice unless they:

- Already have a 457 Plan account
- Enroll in the Plan
- Begin contributing to a 403(b) Plan or
- Opt out of the Plan

At about the same time as the notice, employees will receive a six-digit password from the ING, the 457 Plan record keeper. Using this password, employees may go online and self enroll, change the amount being contributed or opt out of the Plan. When initially logging in, employees will be asked to set a user name and customize their password to one that is 8 to 20 characters in length, containing upper and lower case letters and at least one number but no special characters or words found in the dictionary.

Employees who opt out of the Plan within 90 days of the first contribution may take a distribution of the amount contributed. This refund is taxable and the employee will receive a 1099-R to use in filing taxes. If a refund is taken, the employer cash match is forfeited.

### **How do I enroll in the Plan?**

You can enroll two ways:

- Online: Go to [www.varetire.org](http://www.varetire.org) and select Commonwealth of Virginia Deferred Compensation Plan under the Defined Contribution Plans tab. You will need your password to enroll online.

- By phone: 1-VRS-DC-PLAN1 (1-877-327-5261), option 1.
- You also may complete paper Enrollment and Beneficiary Designation Forms if you are unable to enroll online or by phone.

**Can I transfer or roll over my account from my former employer's plan into the 457 Plan?**

Yes. But only approved balances from other governmental 457(b) plans may be transferred into the 457 Plan. You may roll distributions from other types of plans including 401(a), 401(k), 403(b), 457, IRA and the Federal Thrift Saving Plan into the Cash Match Plan.

**Can I contribute special compensation to the Plan?**

Participants terminating employment or retiring may contribute their unused vacation, sick leave, compensatory leave, bonus and recognition leave payout to the 457 Plan. These types of contributions require that you complete a paper Payroll Authorization Form — One-Time Deferral Form and give it to your employer while you are still employed and no later than the month prior the month in which the payment would otherwise be made to you. Bonuses and compensation adjustments may be contributed to the Plan in the same way. An employer also may make a non-elective contribution to an employee's account.

**What are the expenses associated with the Plan?**

An annual recordkeeping and communication services fee of 19 basis points (0.19%), capped at a combined account balance of \$130,000 will be deducted from your account on a quarterly basis (00.0475% per quarter). In addition, each investment option has investment management fees that vary by investment option. You can find your Plans' core investment options' fees and performance on the Plan Web site at [www.varetire.org](http://www.varetire.org) under the Defined Contribution Plans tab, by calling the Plan Information Line or within the Investment Option Performance report included with your quarterly statement. For more information on fees associated with the Self-Directed Brokerage Account option, refer to the Fact Sheet online or call the Plan Information Line.

**How do I keep track of my account?**

ING will mail you a combined quarterly account statement showing your account balance and activity for your 457 and Cash Match Plans. You also can check your account balance online by logging into your account at [www.varetire.org](http://www.varetire.org) and selecting Account Log-in from the Defined Contribution Plans drop-down menu. You will need your PIN number to access your account information. Or, you can call the Plan Information Line toll-free 1-VRS-DC-PLAN 1 (1-877-327-5261).

**Will I continue to receive a paper statement from ING or do I have access my account on line for statement information?**

You will continue to receive a paper statement after the close of each quarter. Statements also are available online.

**What is the effective date of enrollment into the 457 plan?**

In general, enrollments can be effective no earlier than the first of the month following the month in which the Plan receives the enrollment form, telephone or Web transaction. The effective date (meaning the date the first deferral comes out of your pay) may or may not be the actual first day of the month, depending on how the pay dates fall and whether the enrollment was received in time to be processed for the first pay date of the following month. The exception is for new hires who submit the enrollment form on or before their first day of employment. In this case, 457 Plan regulations allow a deferral from the first pay date, given adequate payroll processing time.

### **How do I reactivate an existing 457 Plan Account?**

If you had a 457 Plan account from a previous period of employment and took a full withdrawal when you left employment, you must reenroll in Plan. If you left money in your Plan account, you may restart your contributions online or by phone, using the password sent to you by ING, the Plan record keeper when you were rehired.

## **Contributions**

### **How much can I contribute from my paycheck?**

The minimum amount you can contribute is \$10 per pay period. The maximum you can contribute is up to 100% of your includible compensation or \$16,500 for 2009, whichever is less. Includible compensation is your actual compensation for a calendar year reduced by any amount you may have paid to purchase defined benefit plan service credit on a pre-tax basis.

### **Are there any times when I can contribute more under the Plan?**

Yes. You may contribute more in the following circumstances:

**Age 50+ Catch-Up:** If you are age 50 or over during the calendar year, you may contribute an additional catch-up amount of up to \$5,500 for 2009 for a total contribution of \$22,000.

**457 Plan Standard Catch-Up:** If you did not contribute the maximum amount to the Plan in previous years, you may make contributions up to twice the regular deferral limit or your catch-up credit whichever is less during the three calendar years prior to your designated normal retirement age. This is known as the Standard Catch-Up Provision and requires additional forms, which are available on the Plan Web site or by calling the Plan Information Line.

**Age 50+ and Standard Catch-Up Provisions may not be used in the same calendar year.**

### **Can I change the amount I contribute?**

Yes. You can increase, decrease or suspend the amount you contribute to the 457 Plan at any time effective with the first available pay date in the following month. You can change your contribution amount by going to [www.varetire.org](http://www.varetire.org). Select Commonwealth of Virginia Deferred Compensation Plan under the Defined Contribution Plans tab and log into your account. Or, you may call the Plan Information Line toll-free 1-VRS-DC-PLAN 1 (1-877-327-5261). **Federal regulations require that the change be effective no earlier than the first of the following month or the next available pay date if later.**

### **What happens to my account if I stop contributing?**

Your account continues to accumulate tax-deferred until benefits are paid to you. Plan expenses and investment fees will still be charged to your account. As long as you are an employee of an employer that offers the Plan, you may restart your contributions online or by phone.

### **Can a participant make contributions while receiving Virginia Sickness and Disability Program (VSDP) benefits?**

Participants receiving short-term VSDP payments may contribute to the 457 Plan from their VSDP payments. Participants on long-term VSDP may not contribute. Participants on long-term disability and working may contribute from their earnings.

### **Can a participant in the 457 Plan make deferrals from pay that is derived from Workers' Compensation?**

No. Workers' Compensation is comparable to an insurance benefit and is not considered taxable compensation eligible to be deferred to the Plan.

**Can Workforce Transition Act (WTA) severance benefits be contributed to the 457 Plan?**

No. WTA severance benefits do not meet the definition of compensation.

**If an employee directs that his 457 Plan contribution is more than the money available for the pay date, how much is sent to the Plan?**

If the contribution that the employee directs to be made to his 457 Plan account is more than his compensation for the pay date, no contributions will be sent to the Plans.

**Can employers make contributions to the 457 Plan on behalf of their employees?**

Yes. Employers may make non-elective contributions to the 457 Plan. Employers use this option to structure benefit packages and to contribute amounts that cannot be contributed to an Optional Retirement Plan because 401(a)(17) compensation limits have been reached. Employer non-elective contributions count toward the contribution limit for which the employee is eligible.

**Investment Options and Restrictions**

**How is the money I contribute to the Plan invested?**

When you participate in the 457 Plan, you have the choice of a broad and diverse array of investment options in which to invest your contributions. VRS is responsible for selecting and monitoring the core investments offered in your VRS Defined Contribution Plans. There is a range of investments that can help you build an investment strategy that's right for you. The investment options are organized into four distinct tiers representing different overall investment approaches. Depending upon your own preferences, you can mix and match investment options within each tier to help you meet your investment return objectives within your individual risk tolerance and overall investing style.

Tier I:	Pre-Mixed Asset Allocation Funds
Tier II:	Passive Managed Funds
Tier III:	Actively Managed Funds
Tier IV:	Self-Directed Brokerage Account Option

Remember that by investing in different Tiers, you are not automatically diversifying your investment portfolio. Please refer to the Fund Profile Sheets to ensure you are getting the diversification you desire by reviewing the top holdings of each fund.

**Tier I: Pre-Mixed Asset Allocation Funds**

The VRS Defined Contribution Plans offer three distinct passively managed **asset allocation funds** in this tier, each representing a different potential risk versus return profile designed to track their respective market indices. Investment professionals maintain a pre-mixed weighting of specific asset classes (for example, U.S. bonds, U.S. stocks and foreign stocks) to create an asset allocation fund in each investment option. These professionals monitor performance on an ongoing basis and make adjustments as needed to maintain the pre-mixed weightings of these specific asset classes. These asset allocation funds may be most appropriate for those investors who may want to simplify the asset allocation process.

**Tier II: Passively Managed Funds**

Investors seeking to track the total return performance of the various market indices may want to consider choosing from among the investment options in this tier.

### **Tier III: Actively Managed Funds:**

Investors seeking to exceed the total return performance of the various market indices may want to consider choosing from among the investment options in this tier.

### **Tier IV: Self-Directed Brokerage Account Option**

For an additional fee the Self-Directed Brokerage Account (SDBA) option allows you to select from thousands of publicly traded mutual funds in addition to your VRS Plans' core investment options. The SDBA option is for knowledgeable and experienced investors who acknowledge and understand the risks and costs associated with the funds available through this option.

To learn more about each of these funds, read the fact sheets on the Plan Web site at [www.varetire.org](http://www.varetire.org). From the Defined Contribution Plans tab, select Commonwealth of Virginia Deferred Compensation Plan (457 Plan) and then Fund Information.

Your contributions buy into the investment options along with other participants who choose the same investments. You also will receive an Investment Options Performance (IOP) Report with your account statement each quarter to help you keep up to date on the performance of the investment options in your Plan. A monthly IOP is posted each month on the Plan's Web site. You also can get your account statement by logging into your account at [www.varetire.org](http://www.varetire.org). Select the Defined Contribution Plans tab and then Account Log In. You will need your PIN number to log into your account.

In order to choose the investments that make sense for you, you can review mutual fund prospectuses, fund fact sheets and disclosure documents on the Web site, or call the Plan Information Line toll-free 1-VRS-DC-PLAN1 (1-877-327-5261). You should consider the investment objectives, risk, fees and expenses carefully before investing. For information about the Self-Directed Brokerage, contact TD Ameritrade at 1-866-766-4015. Read the fund information carefully before investing. You also may attend a Deferred Compensation Regional Education Meeting.

### **What happens if I don't give directions as to how my money is to be invested?**

If you fail to specify how you want your money invested, your contributions will be placed in the Plan's default investment option until you select your investments. The default option may not be the choice you would want, so you should make sure that you specify your own investment options. The default investment option for your Plan is the Balanced Growth Fund.

### **Can I split my contributions among the different investment options?**

Yes. You may allocate your contributions in any whole percentages among the available investment options.

### **How can I transfer or reallocate amounts from one investment option to another?**

You can:

- Move all or a portion of our existing balances between investment options (subject to plan rules)
- Change how your future contributions are invested
- To make a change, access the Plan Web site at [www.varetire.org](http://www.varetire.org) and select Account Log In from the Defined Contribution Plans tab. Using your password and the user name you

selected, log into your account You also can make a change by calling the toll-free Plan Information Line at 1-VRS-DC-PLAN1 (1-877-327-5261).

As you manage your retirement account, please remember that the investment options in your 457 Plan are intended for long-term investment. Nevertheless, you should regularly review your account to be sure you are on the path to achieving your financial goals and make changes as necessary. Please keep in mind that most funds have implemented trading restrictions in an effort to stop market timing and/or excessive trading.

### **What is market timing and excessive trading?**

In general, the Securities and Exchange Commission's rules define "market timing" activity to be the frequent buying and selling of fund shares in order to take advantage of the fact that there may be a lag between a change in the value of a fund's respective securities and the reflection of that change in the fund's share price.

"Excessive trading" is generally defined as purchase and sale transactions by a participant that occur with such frequency and/or such size as to materially affect the fund's ability to meet its investment objective, in the judgment of the fund.

If a fund determines that your trading activity constitutes market timing or excessive trading (according to that fund's definition of market timing or excessive trading), the fund will restrict your ability to trade in its fund. Such restrictions may include, but are not limited to:

- limiting you to one trade per certain number of days (e.g. one trade per 30 days, 60 days or 90 days, as determined by each fund company)
- requiring that your trades be mailed to ING through U.S. mail or
- closing the fund to new contributions and transfers in.

All decisions regarding whether you are market timing or excessively trading are made by the funds. ING acts only at the direction of the funds available in your 457 Plan and your Plan Administrator. As a participant in the 457 Plan, it is your responsibility to review the prospectus and/or other disclosure documents for any investment option that you invest in and to understand and adhere to the trading policy and related restrictions set by the fund in its prospectus, as amended from time to time.

Please refer to the Web site at [www.varetire.org](http://www.varetire.org) for more information on market timing and excessive trading.

### **How can I learn more about managing my Plan account?**

In addition to receiving the Fund Fact Sheets for the investment options you are considering, you may attend a "Managing Your Defined Contribution Plan Accounts" Workshop. These workshops are held around the state as part of the Deferred Compensation Regional Education Meetings (DC-REM). Your employer may also schedule this session for your location.

Additionally, you may contact the ING local service center to schedule an account review with the registered representative that serves your area. Registered representatives do not give investment advice. To contact the local service center dial 1-VRS-DCPLAN1 (1-877-327-5261) option 2.

## **Receiving Your Benefits**

### **When can I withdraw from my account?**

Generally, you are eligible to take a distribution when you terminate employment with the employer that provides the Plan. Or, upon your death, the balance in your account is distributed to your beneficiaries.

While you are employed by an employer that offers the Plan you generally may not take a withdrawal from the Plan. There are a few exceptions:

- If you are eligible to purchase VRS defined benefit plan service credit, you may use money from your 457 Plan to pay for the service. This is called a Trustee-to-Trustee transfer.
- If you experience an unforeseeable emergency that meets the guidelines established by the Internal Revenue Services and your request is approved by the Plan Administration, you may take a distribution of the amount needed to cover the emergency.
- You may take an in-service distribution as early as January in the year in which you reach age 70½, even if you continue to be employed.
- If your account balance is \$5,000 or less and you have made no contribution for the last two years, you may have your Plan balance distributed to you. You may use this option only once.
- If you are divorced and your settlement requires a portion of you Plan account balance distributed to you former spouse, that amount will be immediately paid out of the Plan if required by an Approved Domestic Relations Order (ADRO).
- If you are automatically enrolled in the 457 Plan and elect not to participate, you may opt out of participation and request a refund of your deferrals within 90 days of the first deferral.

Withdrawals are subject to state and federal income tax. You are required to take your first minimum distributions by April 1 of the calendar year following the later of (1) the calendar year in which you reach 70½, or (2) the calendar year in which you terminate employment from the employer sponsoring your plan.

### **When will my benefit payments begin?**

You are not required to take a distribution from the Plan when you leave employment with the employer that offers the plan, unless you have reached age 70 ½ at the time you leave employment, in which case you must start taking minimum distributions from the Plan. Generally, you determine when your benefits will begin and the method of payment. Your account is available to you when you terminate employment with the employer that provides the Plan. You are required to begin taking required minimum distributions by April 1 of the calendar year following the later of: (1) the calendar year in which you reach 70½ or (2) the calendar year in which you terminate employment. A registered representative can help you evaluate the benefits of various distribution options so you can select the one which best meets your individual needs.

### **When do I pay income taxes?**

Upon withdrawal, each payment you receive from your account is subject to federal and state income tax as you receive it. All income tax withholding, whether state or federal, will be in compliance with IRS regulations and state law. We recommend you seek the advice of a tax or estate-planning attorney for more information about income tax withholding.

Distributions from your 457 Plan account are not subject to the early withdrawal penalty, regardless of the age at which you begin taking distributions.

### **What are my distribution options?**

Your options are:

- Keep your money in the 457 Plan until a future date (subject to required minimum distribution rules)
- Receive:
  - A partial or full lump sum
  - Periodic payments/Installments
  - Annuity payments
  - Partial lump sum with remainder paid as a periodic payment or annuity
- Roll over the money into an eligible retirement plan such as a 401(a), 401(k), 403(b), governmental 457(b) or IRA that accepts such rollovers

**NOTE:** Required minimum distributions may not be rolled over.

### **Once I receive payments, can I change my distribution option?**

Yes. Except for the purchase of an annuity, you can change your distribution option for the balance remaining in your account. To make such a change call 1-VRS-DC-PLAN1 (1-877-327-5261).

### **Can I transfer or roll over my account if I leave employment with the employer that offers the Plan?**

If you leave employment with the employer that offers the Plan, you may roll over your account balance to an eligible retirement plan such as a 401(a), 401(k), 403(b), 457(b), IRA or Federal Employees Thrift Savings Plan. However, withdrawals from these plans prior to age 59½ may result in an IRS early withdrawal penalty. This IRS penalty for early withdrawals does not apply to money left in a 457 plan.

*Note:* Check with the plan that you are rolling into to ensure the plan accepts the rolled over money and to determine what fees may apply, if any.

### **What happens to my Plan account when I die?**

Your account balance will be payable to your named beneficiary according to Internal Revenue Code, Treasury regulations and Plan Guidelines when he or she delivers a proper claim. You may designate both primary and contingent beneficiaries to receive your account balance at your death. You may change your beneficiary on-line or by completing a beneficiary designation form found on the web or by contacting ING.

If you do not designate a beneficiary upon your death the account balance will be paid according to the following order of precedence: your surviving spouse, or if none, your children, and descendants of your deceased children per stirpes, or if none, your parents or if none the duly appointed executor or administrator of your estate, or if none, the next of kin entitled to inherit under the laws of your domicile.

"Per Stirpes" is used in reference to a bequest made to a group of individuals. It means that, should one of the beneficiaries named in the group die before the maker of the will, the deceased beneficiary's share shall go to that deceased beneficiary's lineal descendants.

You may view your current beneficiary designation by logging into your account from the VRS Web site at [www.varetire.org](http://www.varetire.org). Select Commonwealth of Virginia Deferred Compensation Plan from the Defined Contribution Plans menu and log into your account.

**What is an unforeseeable emergency?**

Federal regulations define an unforeseeable emergency as a severe financial hardship resulting from an illness or accident, loss of property due to casualty or other similar extraordinary and unforeseeable circumstances beyond your control. Payments can only be made to the extent that your hardship expenses are not covered by insurance or money available from other sources. The information packet and application are online at [www.varetire.org](http://www.varetire.org) under the Defined Contributions tab/457 Deferred Compensation Plan Forms.

**What is a low balance, inactive account?**

If your account balance is \$5,000 or less, you have not contributed to the 457 Plan in the past two years and you never received a distribution under the unforeseeable emergency provision, you may take a one-time lump-sum withdrawal of your account.

**Are employees who are on long-term disability (LTD) eligible to withdraw funds from their deferred compensation account?**

No. Because the employee continues to receive a benefit, i.e. accumulation of VRS service credit during the time the employee is on long-term disability, he or she is not considered to be eligible to take a distribution.

**Can I take a distribution from the 457 Plan if I am receiving Workforce Transition Act (WTA) severance benefits?**

Yes. WTA severance benefits are paid because you are no longer employed by the employer that offers the Plan.

**Additional Information**

**What is the role of the Virginia Retirement System (VRS)?**

VRS serves as the Plan Administrator for the VRS administered Defined Contribution Plans. VRS is responsible for overseeing the operation of the Plans. This includes but is not limited to contracting with the record keeper and communications service provider and the investment managers as well as ensuring that the Plans are in compliance with federal and state law.

**What is the role of ING?**

ING was selected by the Virginia Retirement System to be the record keeper for the Plan, providing administrative, enrollment and education services for VRS-administered Defined Contribution Plans. ING has a Local Service Center at 919 E. Main Street (SunTrust Building), Suite 1604, Richmond, Virginia 23219. The Service Center is open Monday through Friday from 8:30 a.m. to 5 p.m. Eastern Time. ING also has four registered representatives serving all regions of the Commonwealth. Registered representatives make regular visits throughout the Commonwealth to provide financial and investment education, to enroll participants and help you make the most of your financial journey. Registered representations do not offer investment advice.

**How do I make address changes with ING?**

If you are still employed, make the change with your agency's payroll office. If you have terminated employment with the employer that offers the Plan, make the change by submitting the Personal Information Change Form to ING. The form is available from ING or on the Web at [www.varetire.org](http://www.varetire.org). Go to Forms under Defined Contribution Plans/457 Deferred Compensation Plan.

**How do I change or correct personal information in my record?**

If you are still employed, make the change with your agency's payroll office. If you have terminated employment with the employer that offers the Plan, make the change by submitting the Personal Information Change Form to ING. The form is available from ING or on the Web at [www.varetire.org](http://www.varetire.org). Go to Forms under Defined Contribution Plans/457 Deferred Compensation Plan.

**How can I get more information about the 457 Plan?**

You can get Plan information from your employer or the VRS Web site at [www.varetire.org](http://www.varetire.org). Select Commonwealth of Virginia Deferred Compensation Plan or Virginia Cash Match Plan from the Defined Contribution Plans menu. You also may call the Plan Information Line toll-free 1-VRS-DC-PLAN1 (1-877-327-5261). Press 1 to speak with a Participant Service Representative, weekdays 8 a.m. to 8 p.m. Press 2 to speak with a local registered representative, weekdays 8:30 a.m. to 5 p.m.

## **MAKING THE TRANSITION**

### **Frequently Asked Questions Virginia Cash Match Plan**

#### **What are the Cash Match limits for the year I terminate?**

The limits on the Cash Match are the same as while you are employed; 50% of your deferral up to \$20 per pay period. Since the match is calculated per pay period, you will only receive a match for a pay period in which a DCP deferral was made.

#### **What amounts are eligible for rollover into the Cash Match Plan?**

Since the Cash Match Plan is a 401(a) plan, you may roll other 401(a), 401(k), 457, 403(b) and IRA amounts into this Plan to consolidate your accounts. In addition, PLOP payments received from the VRS defined benefit plan may be rolled into the Cash Match Plan.

#### **When will my benefit payments begin?**

Generally, you determine when your benefits will begin and the method of payment. Your account is available to you when you retire or terminate employment with an employer that offers the Plan. If you are receiving WTA severance payments you are considered having severed employment and are eligible to begin a distribution.

You must begin taking required minimum distributions by April 1 of the calendar year following the later of: (1) the calendar year in which you reach 70 1/2 or (2) the calendar year in which you retire from the employer sponsoring your Plan. There may be a 10% federal tax penalty on withdrawals taken before age 59 1/2.

#### **When do I pay income taxes?**

Money withdrawn from the Cash Match Plan is taxable upon distribution. Upon withdrawal, each payment you receive from your account is subject to ordinary federal and state income tax as you receive it. All income tax withholding, whether state or federal, will be in compliance with IRS regulations. Seek the advice of a tax or estate-planning attorney for more information on this matter.

All withdrawals are subject to ordinary income tax. A 10% federal tax penalty may also apply to withdrawals made prior to age 59 1/2.

#### **What are my benefit payment options?**

You may elect to have your benefits paid as a partial or full lump sum distribution, a periodic payment over a fixed period or a designated amount, by purchasing an annuity, or a partial withdrawal with the remainder paid out as a systematic withdrawal or an annuity option. Payment options are subject to certain minimum distribution rules. **You may also leave the money in your account and manage your investments until you are required to take a distribution at age 70 1/2.**

**May I transfer or roll over my account if I leave employment with my employer?**

If you leave employment with your employer, you may roll over your account balance into an eligible retirement plan such as a 401(a)/(k), 403(b), 457(b) or IRA. Note: Check with the plan that you are rolling into to ensure the plan accepts the rolled over monies and to determine what fees may apply, if any.

**What happens if I die?**

Your remaining account balance will be payable to your beneficiary according to Internal Revenue Code, Treasury regulations and Plan Guidelines when he or she delivers a proper claim. Unless otherwise directed, the beneficiary designation for the Plan will be: your surviving spouse, or if none, your children, and descendents of your deceased children, or if none, your parents or if none the duly appointed executor or administrator of your estate, or if none, the next of kin entitled to inherit under the laws of your domicile.

You may view your current beneficiary designation under My Account/View Account/Beneficiary. If you wish to update your beneficiary designation you may do so on-line under My Account/Change Account/Beneficiary or use the 457/401(a) Combo Beneficiary form located on the Plan Web site at [www.varetire.org](http://www.varetire.org) under Plan Information/401(a) Cash Match/Forms.

**Where do I go for more information on my payout options?**

For more information you may contact a registered representative at ING Institutional Plan Services, the service provider for the Plan. The Virginia Service Center is located at 919 East Main Street, Suite 1604, Richmond, VA 23219. Office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Eastern Time. You may also contact a registered representative toll-free at 1-877-327-5261. Additional information is also available on the Web site at [www.varetire.org](http://www.varetire.org).



## **MAKING THE TRANSITION**

### **Eligibility Criteria For Unemployment Benefits**

#### **Monetary Qualification**

- An individual must have earned at least \$2700 in two quarters of the base period to qualify for unemployment benefits. The base period consists of the first 4 of the last 5 completed calendar quarters prior to the date of claim filing.
- For claims filed weekly benefit amounts range from \$54 to \$378.
- Wages are not covered for unemployment insurance purposes if the individual is working as an appointee in a major non-tenured policymaking or advisory position (Section 60.2-213B.6.e of the Code of Virginia).

#### **Separation Qualification**

- An individual must be unemployed through no fault of his/her own. If the reason for separation is other than lack of work, an adjudicator will determine benefit eligibility.
- An individual who voluntarily leaves employment must show good cause for doing so in order to be eligible for benefits.
- An individual who is discharged from a job can be eligible for unemployment benefits if the discharge was for reasons other than misconduct.

#### **Ongoing Eligibility Criteria**

- An individual must be able and available to work. He/she must also be actively seeking work.
- The individual must accept any offer of suitable work or show good cause for failing to do so.
- An individual will be ineligible for benefits in any week he/she earns wages equal to or in excess of the weekly benefit amount. The individual may receive partial benefits for weeks in which he/she earns less than the weekly benefit amount.

## MAKING THE TRANSITION

### Severance/Accrued Leave Pay

- Severance pay (not WTA) including accrued leave pay is not deductible from an individual's weekly benefit amount.

### WTA

- Payments made under the Workforce Transition Act (WTA) are not deductible from an individual's weekly benefit amount. However, the law requires the separating state agency to reduce each week of WTA by the amount of unemployment benefit payment. The withheld WTA amount is payable to the individual with the last WTA payment. For example, if you are entitled to receive \$500 per week for 19 weeks from WTA and \$200 per week in unemployment benefits, your WTA weekly amount will be reduced to \$300 (\$500 minus \$200). At the end of 19 weeks, you will be paid the total sum of these deductions or \$3800 (\$200 x 19).

### Retirement Pensions

- If an individual receives a retirement pension from a base period employer, the weekly pension amount is deductible dollar-for-dollar from the unemployment benefit weekly amount. The individual is ineligible for unemployment benefits for any week in which the pension amount is equal to or exceeds the weekly unemployment benefit amount.

### How To File A Claim For Benefits

- A claim may be filed by telephone at (866)832-2363, by internet at [www.VAEmploy.com](http://www.VAEmploy.com), or by reporting to the Virginia Employment Commission (VEC) office nearest you.

### Job Assistance

- To be eligible for unemployment benefits, an individual must register with the VEC for employment assistance. The VEC can provide job seekers with exposure to a variety of local and statewide job opportunities in the private sector as well as state and federal government positions. A substantial cross-section of employers uses the VEC for all job recruiting. For information on job registration and/or job openings, please visit the VEC website at [www.VAEmploy.com](http://www.VAEmploy.com). You will find listings of jobs currently filed with the VEC, as well as links to many other employment-related sites.

# MAKING THE TRANSITION

Revised Form as of 7/01/2008

## Commonwealth of Virginia/Secretary of the Commonwealth

### STATEMENT OF ECONOMIC INTERESTS

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#### Instructions

Pursuant to Sections 2.2-3114 and 2.2-3115 of the *Code of Virginia*, employees of state agencies who have been designated by the Governor or the General Assembly, and employees of local governments designated to file by the *Code of Virginia* or by their governing ordinance, are required to file this "Statement of Economic Interests" form.

Members of certain boards of state and local government are also required to file this form. Please note that within this form, the use of the words "office" and "officer" also apply to appointed board members.

In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2-502 of the *Code of Virginia*.

**This filing is a condition of assuming office or employment and thereafter on or before January 15<sup>th</sup> of each year.**

The pages in this book are removable. Complete and return only those pages which are applicable to you.

Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests.

**NOTE:** The "Affirmation by all Filers" on the Statement of Economic Interests MUST be completed by a Notary Public.

**REMEMBER:** The ANNUAL filing deadline is January 15<sup>th</sup> of each year.

For the annual filing:

State employees and board members should return completed forms to the agency's COI liaison officer.

Local employees and board members should return the completed forms to the Clerk of the appropriate governing body.

## **DEFINITIONS AND EXPLANATORY MATERIAL**

This statement constitutes a report of economic interests and activities for the calendar year beginning January 1 and ending December 31. The information required on this statement must be provided on the basis of the best knowledge, information and belief of the individual filing the statement as of the date of this report unless otherwise stated. This statement of Economic Interests is open for public inspection.

“Advisory agency” means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

“Business” means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

“Close financial association” means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. “Close financial association” does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed or (ii) compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency..

“Contingent liability” means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

“Contract” means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. “Contract” includes a subcontract only when the contract of which it is a part is with the officer's or employee's own governmental agency.

“Dependent” means a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.

“Employee” means all persons employed by a governmental or advisory agency, unless otherwise limited by the context of its use.

“Financial institution” means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in §13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

“Gift,” means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. “Gift” shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. “Gift” shall not include honorary degrees and presents from relatives. For the purpose of this definition, “relative” means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

“Governmental agency” means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are “governmental agencies” for purposes of this chapter.

“Immediate family” means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

“Officer” means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, “officer” includes members of the judiciary.

“Personal interest” means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of (i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (ii) annual income that exceeds, or may reasonably be anticipated to exceed, \$10,000 from ownership in real or personal property or a business; (iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds, or may reasonably be anticipated to exceed, \$10,000 annually; (iv) ownership of real or personal property if the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; or (v) personal

liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.

“Personal interest in a contract” means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

“Personal interest in a transaction” means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or represents any individual or business and such property, business or represented individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction. Notwithstanding the above, such personal interest in a transaction shall not be deemed to exist where an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity.

“State and local government officers and employees” shall not include members of the General Assembly.

“Transaction” means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

**TRUST.** If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust’s assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of the trust’s assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust’s assets. If you or a member of your immediate family created a trust and can revoke it without the beneficiaries’ consent, treat its assets as if you own them directly.

# STATEMENT OF ECONOMIC INTERESTS

Revised Form as of 7/1/2008

NAME		Candidate for Election to this office? ____ YES ____ NO	
OFFICE OR POSITION HELD OR SOUGHT			
AGENCY/BUSINESS NAME		PHONE	
AGENCY/BUSINESS ADDRESS			
CITY		STATE	ZIP
NAMES OF MEMBERS OF IMMEDIATE FAMILY			

1. Offices and Directorships.  
Are you or a member of your immediate family a paid officer or paid director of a business?  YES  NO  
**If yes, complete Schedule A**
  
2. Personal Liabilities.  
Do you or a member of your immediate family owe more than \$10,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.)  YES  NO  
**If yes, complete Schedule B**
  
3. Securities.  
Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$10,000 invested in one business? Account for mutual funds, limited partnerships and trusts.  YES  NO  
**If yes, complete Schedule C**
  
4. Payment for Talks, Meetings, and Publications.  
During the past 12 months did you receive lodging, transportation, money, or anything else of value with a combined value exceeding \$200 for a single talk, meeting, or published work in your capacity as an officer or employee of your agency?  YES  NO  
**If yes, complete Schedule D**
  
5. Gifts.  
During the past 12 months did a business, government, or individual other than a relative or personal friend (i) furnish you with any gift or entertainment at a single event, and the value received by you exceeded \$50 in value or (ii) furnish you with gifts or entertainment in any combination and the value received by you exceeded \$100 in total value; and for which you neither paid nor rendered services in exchange? Account for entertainment events only if the average value per person attending the event exceeded \$50 in value. Account for all business entertainment (except if related to your private profession or occupation) even if unrelated to your official duties.  YES  NO  
**If yes, complete Schedule E**
  
6. Salary and Wages.  
List each employer that pays you or a member of your immediate family salary or wages in excess of \$10,000 annually. (Exclude state or local government or advisory agencies.) If no reportable salary or wages, check here

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7. Business Interests.  YES  NO  
 Do you or a member of your immediate family, separately or together, operate your own business, or own or control an interest in excess of \$10,000 in a business?  
**If yes, complete Schedule F**
8. Payments for Representation and Other Services.
- 8A. Did you represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agencies, excluding courts or judges, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-1.)  YES  NO  
**If yes, complete Schedule G-1**
- 8B. Subject to the same exceptions as in 8A, did persons with whom you have a close financial association (partners, associates or others) represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agency for which total compensation was received during the past 12 months in excess of \$1,000? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-2.)  YES  NO  
**If yes, complete Schedule G-2**
- 8C. Did you or persons with whom you have a close financial association furnish services to businesses operating in Virginia pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses for which total compensation in excess of \$1,000 was received during the past 12 months?  YES  NO  
**If yes, complete Schedule G-3**
9. Real Estate.
- 9A. State Officers and Employees.  YES  NO  
 Do you or a member of your immediate family hold an interest, including a partnership interest, valued at \$10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.  
**If yes, complete Schedule H-1**
- 9B. Local Officers and Employees.  YES  NO  
 Do you or a member of your immediate family hold an interest, including a partnership interest, or option, easement, or land contract, valued at \$10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.  
**If yes, complete Schedule H-2**
10. Real Estate Contracts with Governmental Agencies  YES  NO  
 Do you or a member of your immediate family hold an interest valued at more than \$10,000 in real estate, including a corporate, partnership, or trust interest, option, easement, or land contract, which real estate is the subject of a contract, whether pending or completed within the past 12 months, with a governmental agency? If the real estate contract provides for the leasing of the property to a governmental agency, do you or a member of your immediate family hold an interest in the real estate valued at more than \$1,000? Account for all such contracts whether or not your interest is reported in Schedule F, H-1, or H-2. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership exceeds three percent of the total equity of the business.  
**If yes, complete Schedule I**

**Statements of Economic Interests are open for public inspection.**

NOTE: You MUST acknowledge your signature below before a Notary Public and the Notary Public must administer an oath and complete the acknowledgment portion of the "Affirmation By All Filers."

***AFFIRMATION BY ALL FILERS.***

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE OF FILER

\_\_\_\_\_  
DATE

COMMONWEALTH OF VIRGINIA

city/county of \_\_\_\_\_ to wit:

The foregoing disclosure form was acknowledged before me this \_\_\_\_\_ day \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_  
NAME OF FILER

My commission expires \_\_\_\_\_  
NOTARY PUBLIC



# SCHEDULE B

## PERSONAL LIABILITIES

**NAME:** \_\_\_\_\_

**OFFICE OR POSITION HELD OR SOUGHT:** \_\_\_\_\_

Report personal liability by checking each category. Report only debts in excess of \$10,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan. Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$10,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

2. The personal debts of the members of my immediate family are as follows:

CHECK APPROPRIATE CATEGORIES:	CHECK ONE	
	\$10,001 TO \$50,000	MORE THAN \$50,000
Banks	<input type="checkbox"/>	<input type="checkbox"/>
Savings institutions	<input type="checkbox"/>	<input type="checkbox"/>
Other loan or finance companies	<input type="checkbox"/>	<input type="checkbox"/>
Insurance companies	<input type="checkbox"/>	<input type="checkbox"/>
Stock, commodity or other brokerage companies	<input type="checkbox"/>	<input type="checkbox"/>
Other businesses: (State principal business activity for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual creditors: (State principal business or occupation for each creditor.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>









# SCHEDULE G-1

## PAYMENTS FOR REPRESENTATION BY YOU

**NAME:** \_\_\_\_\_

**OFFICE OR POSITION HELD OR SOUGHT:** \_\_\_\_\_

List the businesses you represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by you.

Identify each business, the nature of the representation and the amount received by dollar category from each such business. You may state the type, rather than name, of the business if you are required by law not to reveal the name of the business represented by you.

Only STATE officers and employees should complete this Schedule.

NAME OF BUSINESS	TYPE OF BUSINESS	PURPOSE OF REPRESENTATION	NAME OF AGENCY	AMOUNT RECEIVED				
				\$1001 To \$10,000	\$10,001 To \$50,000	\$50,001 To \$100,000	\$100,001 To \$250,000	\$250,001 And Over
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have received \$250,001 or more from a single business within the reporting period, indicate the amount received, rounded to the nearest \$10,000. Amount Received: \_\_\_\_\_.



Statement of Economic Interests

# SCHEDULE G-3

PAYMENTS FOR REPRESENTATION GENERALLY

**NAME:** \_\_\_\_\_

**OFFICE OR POSITION HELD OR SOUGHT:** \_\_\_\_\_

Indicate below types of businesses that operate in Virginia to which services were furnished by you or persons with whom you have a close financial association pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses and for which total compensation in excess of \$1,000 was received during the past 12 months.

Identify opposite each category of businesses listed below (i) the type of business, (ii) the type of service rendered and (iii) the value by dollar category of the compensation received for all businesses falling within each category.

BUSINESS CATEGORY	CHECK IF SERVICES WERE RENDERED	TYPE OF SERVICE RENDERED	VALUE OF COMPENSATION				
			\$1,001 TO \$10,000	\$10,001 TO \$50,000	\$50,001 TO \$100,000	\$100,001 TO \$250,000	\$250,001 AND OVER
Electric Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Utilities	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable Television Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interstate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastate Transportation Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil or Gas Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banks	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings Institutions	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loan or Finance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing Companies (state type of product, e.g., textile, furniture, etc.)	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mining Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casualty Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Insurance Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail Companies	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beer, Wine or Liquor Companies or Distributors	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Associations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associations of Public Employees or Officials	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counties, Cities or Towns	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor Organizations	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# SCHEDULE I

## REAL ESTATE CONTRACTS WITH GOVERNMENT AGENCIES

**NAME:**

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**OFFICE OR POSITION HELD OR SOUGHT:**

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List all contracts, whether pending or completed within the past 12 months, with a governmental agency for the sale or exchange of real estate in which you or a member of your immediate family holds an interest, including a corporate, partnership or trust interest, option, easement, or land contract, valued at \$10,000 or more. List all contracts with a governmental agency for the lease of real estate in which you or a member of your immediate family holds such an interest valued at \$1,000 or more. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

**State officers and employees report contracts with state agencies.**

**Local officers and employees report contracts with local agencies.**

**List your real estate interest and the person or entity including the type of entity, which is party to the contract. Describe any management role and the percentage ownership interest you or your immediate family member has in the real estate or entity.**

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**List each state and the governmental agency which is party to the contract and indicate the county or city where the real estate is located.**

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**State the annual income from the contract, and the amount, if any, of income you or any immediate family member derives annually from the ownership interest you contact.**

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## ATTACHMENTS



## **MAKING THE TRANSITION**

### **Resources**

#### **Department of Human Resource Management**

##### **Flexible Reimbursement Accounts**

Sharon Finn

Email: [sharon.finn@dhrm.virginia.gov](mailto:sharon.finn@dhrm.virginia.gov)

Phone: (804) 371-6210

##### **Health Benefits**

Linda Morton

Email: [linda.morton@dhrm.virginia.gov](mailto:linda.morton@dhrm.virginia.gov)

Phone: (804) 786-6432

##### **Human Resource Services**

Rue Collins White

Email: [rue.white@dhrm.virginia.gov](mailto:rue.white@dhrm.virginia.gov)

Phone: (804) 225-3465

#### **COVA Care Health Plan Administrators**

##### ***Anthem Blue Cross and Blue Shield - Medical, Vision and Hearing Benefits***

Member Services: (804) 355-8506 in Richmond or 1-800-552-2682 outside Richmond

[www.anthem.com/cova](http://www.anthem.com/cova)

##### ***Delta Dental Plan of Virginia - Dental Benefits***

Member Services: 1-888-335-8296

[www.deltadentalva.com](http://www.deltadentalva.com)

##### ***Medco Health Solutions, Inc. - Prescription Drug Program***

Member Service: 1-800-355-8279

[www.medco.com](http://www.medco.com)

##### ***Value Options, Inc. Behavioral Health and Employee Assistance Program***

Member Services: 1-866-725-0602

[www.achievesolutions.net/covacare](http://www.achievesolutions.net/covacare)

#### **COVA Connect Health Plan Administrators**

##### ***Optima Health - Medical, Behavioral Health and EAP, Prescription Drug, Vision and Hearing Benefits***

Member Services: 1-866-846-COVA (2682) or (757) 687-6350

[www.optimahealth.com/cova](http://www.optimahealth.com/cova)

***Delta Dental Plan of Virginia - Dental Benefits***

Member Services: 1-888-335-8296

[www.deltadentalva.com](http://www.deltadentalva.com)

**COVA HDHP (High Deductible Health Plan) Administrator**

***Anthem Blue Cross and Blue Shield - Medical, Vision and Hearing Benefits***

Member Services: (804) 355-8506 in Richmond or 1-800-552-2682 outside Richmond

[www.anthem.com/cova](http://www.anthem.com/cova)

**Flexible Benefits Program Administrator**

***Fringe Benefits Management Company***

Member Services: 1-800-342-8017

Interactive Benefits Information Line: 1-800-865-FBMC (3262)

[www.fbmc-benefits.com](http://www.fbmc-benefits.com)

**Virginia Retirement System**

Acting Chief Customer Programs Officer

Shanta Harris

[sharris@varetire.org](mailto:sharris@varetire.org)

**Defined Contributions Plan Administrator**

**ORP (ORPPA, ORPSS, ORPHE), 457 and Cash Match**

June Dennis

[jdennis@varetire.org](mailto:jdennis@varetire.org)

**DC Plans Officer**

**ORP (ORPPA, ORPSS), 457 and Cash Match**

Bridgett Watkins

[bwatkins@varetire.org](mailto:bwatkins@varetire.org)

**Director, Education and Training**

Pat White

[pwhite@varetire.org](mailto:pwhite@varetire.org)

**Member Counseling Manager**

**Counseling, Estimates, Presentations**

Adelina Teves-Revis

[arevis@varetire.org](mailto:arevis@varetire.org)

**Member Counseling Lead**

**Counseling, Estimates, Presentations**

Zam Chatman

[zchatman@varetire.org](mailto:zchatman@varetire.org)

**Employer Account Representative Manager**

**Employer Requests**

Susan Keith

[skeith@varetire.org](mailto:skeith@varetire.org)

**Special Services Supervisor**  
**ORPPA Enrollment, Transfer of Funds from ORPPA to VRS**  
Kelvin Allen  
[kallen@varetire.org](mailto:kallen@varetire.org)

**Director, Member Services**  
Mary Lee  
[mlee@varetire.org](mailto:mlee@varetire.org)

**Product Administrator**  
**Virginia Sickness and Disability Program**  
Margaret Corwin  
[mcorwin@varetire.org](mailto:mcorwin@varetire.org)

**Account Representative**  
**Virginia Sickness and Disability Program**  
Terri Gatlin  
[tgatlin@varetire.org](mailto:tgatlin@varetire.org)

**Long Term Care Group, Inc.**  
**TPA- VSDP Long-Term Care Coverage**  
Member Services: 1-800-761-4057

**Aetna U.S. Healthcare**  
**TPA- Optional Long-Term Care Insurance**  
Member Services: 1-877-894-2470  
[www.aetna.com/group/commonwealthva](http://www.aetna.com/group/commonwealthva)

**Minnesota Life Insurance Company**  
**TPA-Group and Optional Life Insurance**  
Joseph Chang  
Email: [joseph.chang@securian.com](mailto:joseph.chang@securian.com)  
Phone: (800) 441-2258

**ING Institutional Plan Services**  
**TPA- Defined Contributions Plans/ Record Keeper**  
1-VRS-DC-PLAN1 (1-877-327-5261)

**Plan Manager**  
Kelly Hiers  
Email: [kelly.hiers@us.ing.com](mailto:kelly.hiers@us.ing.com)  
Phone: 1-877-327-5261, Option 2, Ext. 13

## **Virginia Employment Commission**

Patricia Williams  
Email: [trish.williams@vec.virginia.gov](mailto:trish.williams@vec.virginia.gov)