

ERIP Retirement Processing

Please note that a smooth and successful retirement process relies on your cooperation and participation.

When the Office of the City Administrative Officer (CAO) receives your completed ERIP Election Form and you are confirmed to be eligible, the CAO will send you a letter notifying you of your approval and rescission rights.

If you do not rescind, the following steps will take place.

1. Notification of the Member's targeted Retirement Effective Date is sent to the employing department, CAO, and Member. Please note: There may be a large gap in time between receipt of your approval letter and notice of your Retirement Effective Date due to the larger number of Members being retired and Members being retired based on City priorities.
2. Group Counseling Session is scheduled for the Member
3. Pre-Counseling retirement package is sent to the Member
4. Group Counseling Session is held to maximize your understanding of your retirement benefits (LACERS strongly encourages you to attend your group counseling session)
5. Member completes and returns Required Documents, Options, and Elections
6. Retirement Agreement is provided to the Member
7. Member is retired on the Retirement Effective Date
8. Employing department is notified of the Member's retirement
9. Member receives congratulatory letter from LACERS

IMPORTANT!

Remember:

The steps listed above are required for all ERIP applicants who have been approved for an ERIP retirement.

Due to the high volume of retirements being processed, your cooperation is essential to the process. You will be retired on your Retirement Effective Date, so it is important that you respond quickly to any requests made by LACERS staff and attend your scheduled Group Counseling Sessions as planned.

At your Group Counseling Session, you will receive information about ERIP and the decisions you will have to make. The session is designed to ease the ERIP retirement process and assure your retirement is set up in a timely manner, so it is in your best interest to attend. Please make sure you bring your required documents to the counseling session.

Your preferred retirement date, as indicated on your election form, will be considered. However, your final Retirement Effective Date will be decided upon by Management.

By cooperating with the retirement process, submitting all of your required paperwork, and making your elections timely:

- There should not be any unnecessary delays in the receipt of your initial monthly allowance
- Because your active employee health benefits will NOT automatically carry over into your retirement, your health coverage will take effect upon retirement and you will not experience a break in coverage

Please visit the LACERS website at www.lacers.org for more information on ERIP and retirement