DPERS

Delaware Public Employees' Retirement System

County & Municipal Police/Firefighters Pension Plan

Summary Plan Description

Please Note: This handbook is also available on the Office of Pensions website:

www.delawarepensions.com

Text in green font in the online PDF contains live links:

- Clicking on the green text in the Table of Contents will automatically redirect you to that page.
- Clicking on the green headings in the body text will automatically redirect you to the Table of Contents.
- Clicking on any other green content will automatically redirect you to that webpage.

Table of Contents

WELCOME

Welcome to the Delaware Public Employees' Retirement System (DPERS). This booklet will assist County & Municipal Police/Firefighters Pension Plan (CMPF) members in becoming familiar with the benefits and features of their pension plan.

The information in this booklet is very important to the security of you and your family! As a member of our County & Municipal Police/Firefighters Pension Plan, we strongly urge you to take the time to read it and familiarize yourself with your rights, privileges, and obligations.

The Pension Plan laws are necessarily written in legal language; therefore, this booklet has been prepared in lay language to help you better understand its provisions. The following pages should be informative to you and, it is hoped, will answer most questions you may have about your Plan.

Our office assists all active and retired members of the Plan. If you have questions or need assistance in any of your retirement plan matters, please contact the Office of Pensions directly or through the business or human resources office of your agency. Useful information about your pension plan benefits is also available on our website, www.delawarepensions.com.

Office of Pensions Contact Information:

Address:	Office of Pensions 860 Silver Lake Blvd, Suite 1 – McArdle Building Dover, DE 19904
Telephone:	(302) 739-4208 Toll-free for Long Distance Calling: (800) 722-7300
Fax:	(302) 739-6129
Email Address:	pensionoffice@delaware.gov

DPERS has been providing retirement benefits to participants, their families, and beneficiaries for over 50 years. We look forward to continuing to serve those who have served the State of Delaware.

NOTE: This booklet is only applicable to employees covered under the County & Municipal Police/Firefighters Pension Plan. Nothing in this booklet is meant to extend or change in any way the provisions expressed in the Plan. If there is any conflict between a provision in this booklet and the Plan (11 *Del. C.* Ch. 88), the Plan will take precedence.

1. MEMBERSHIP

ELIGIBILITY

You are a member of the County & Municipal Police/Firefighters Pension Plan (CMPF) if you are one of the following:

- Full-time uniformed police officer of a participating county or municipality in Delaware;
- Full-time uniformed firefighter of the City of Wilmington effective on or after 8/1/91;
- Full-time paid firefighter and a paid emergency medical technician in a volunteer fire company; or
- Full-time uniformed paramedic of a county in Delaware.

There are three exceptions. You are not eligible to be a member if:

- You have reached mandatory retirement age as established by the employer;
- You are collecting a pension from County & Municipal Police/Firefighters Pension Plan; or
- You are not a full-time employee.

Further information regarding the definition of a full-time, regular part-time, and temporary employee can be found in the County & Municipal Police/Firefighters Pension Plan – Rules and Regulations.[1]

Employees unsure if they are in a pension-creditable position should contact their Human Resources representative.

MEMBERSHIP IDENTIFICATION

The Office of Pensions identification number is your retirement identification. Your Pension ID is assigned upon your initial employment and can be found in Block 1 of your Comprehensive Annual Statement. To ensure proper identification and prompt service, always include your Pension ID in addition to your full name, mailing address, phone number, and signature in all communications concerning your pension status. If you do not know your Pension ID, we are also able to reference your account with your Social Security Number.

CONTRIBUTIONS

Membership in the CMPF Pension Plan is mandatory for all employees working in a pension-creditable position. Your employer automatically enrolls you when you are hired.

As a member of the CMPF plan, you contribute 7% of your base compensation, using pre-tax dollars. There is no annual exclusion on these contributions.

- Pension Creditable Compensation includes:

[1] County & Municipal Police/Firefighters Pension Plan – Rules and Regulations can be found at https://regulations.delaware.gov/AdminCode/title19/2006

  - Severance pay that is part of your contract and equal to a specified number of weeks of base pay
  - Wages paid while on terminal leave, when the officer continues to accrue service credit
  - Educational incentive pay that is included in the officer's contract and increases the officer's base wage

- Non-Creditable Compensation includes:
  - Overtime payments
  - Holiday pay
  - Payments for extra duties (Example: Special Operation Response Team or Special Weapons and Tactics assignments)
  - Shift differentials
  - Lump-sum payments for accrued sick, vacation, or compensatory leave

The federal and state income tax on your contributions is deferred under Section 414(h)(2) of the U.S. Internal Revenue Code.

Pension contributions do not determine pension benefits. As a member, you will receive a Comprehensive Annual Statement (CAS) detailing your contributions towards the pension plan, the interest earned on those contributions, and future benefit amount. Please see **Section 3. Comprehensive Annual Statement** for more information on CAS reports.

Contribution Restrictions

- Members cannot contribute additional contributions to their pension plan.
- Active and vested members are **unable** to borrow against or take a loan from pension contributions/ interest earned.

VESTING ELIGIBILITY

To be eligible for a pension you must be vested and meet eligibility requirements (see **Section 4. Benefit Eligibility Requirements** for more details). Employees must complete the following to meet vesting requirements:

- 5 consecutive years of credited service
- Payable at age 62

Once you are vested when you terminate employment, if you should leave your job for any reason, you are guaranteed to receive a future benefit for the pension-creditable service earned before termination unless you withdraw your accumulated contributions. All vested pensioners are encouraged to keep the Office of Pensions updated on any changes in contact information (e.g., address, phone, email address). Change of address forms can be found on the Office of Pension website (https://delawarepensions.com) under *Retirees > Retiree Forms.*

If you are not vested, you have the option of either leaving your contributions in if you may return to state service or withdrawing your contributions and interest.

TERMINATION OF MEMBERSHIP

Membership terminates when a member:

- Leaves employment with fewer than 5 consecutive years of credited service.
- Leaves employment with 5 or more consecutive years of credited service.
- Transfers from one participating employer to another participating employer. – In this case, service continues to accrue and contributions resume.
- Dies while an active member.

Upon termination of employment, the Office of Pensions receives notification from your employer. Once notification has been received, you will be sent a letter and, if you are not eligible to begin pension benefits immediately, the following forms:

- Contribution Retention Notice
- Application for Withdrawal of Benefits

If you take no action or complete and return the Contributions Retention Notice form, your contributions remain in the fund and continue accruing interest. If you complete the Application for Withdrawal of Benefits, you will receive a refund of your contributions with interest – but doing so will forfeit any vested pension rights under Chapter 88 of the Delaware Code.

WITHDRAWAL OF CONTRIBUTIONS

Upon receiving your Application for Withdrawal of Benefits, the Office of Pensions will contact your employer to verify your termination if documentation has not been received. Once your termination is verified, you will receive additional correspondence requesting your preferred method for receiving your refund of contributions and interest. Refunds may be issued as a check or transferred to a qualifying retirement account. If you elect a cash payout, 20% will be withheld for federal taxes. Refunds cannot be processed until at least 45 days after your final paycheck.

Withdrawal of your contributions terminates your membership in the Plan and forfeits all rights to any future benefits under the Plan.

2. CREDITABLE SERVICE

GENERAL

As a member of the County & Municipal Police/Firefighters Pension Plan (CMPF), you earn creditable service time towards your retirement benefit each day on the job. Creditable service is used to determine your eligibility for retirement and monthly pension amount.

Creditable service time represents periods of employment that are either earned, claimed, or purchased.[2] If you do not agree with your creditable service time, it is recommended that you contact your current human resources office and request a creditable service schedule be completed. A copy should be forwarded to the Office of Pensions so your file can be updated accordingly. The following describes the types of service credit which may be earned, claimed, or purchased.

EARNED SERVICE

You earn creditable service for each day during the year in which you are an active employee who works in a position that is full-time. No more than one year of service is creditable for all employment in one year. If you are placed on a leave of absence without pay, no creditable service will be accrued during this leave period.

Paid Family Medical Leave

Family Caregiving or Qualifying Exigency Leave paid by the Department of Labor through LaborFirst will not be considered pension-creditable compensation. Employees who supplement their Family Caregiving or Qualifying Exigency Leave with sick or annual leave with their employer will continue to receive pension service credit for those pay periods. If an employee does not supplement their leave and therefore does not receive pension creditable compensation for a pay period, they will not receive pension service credit for that time. Un-supplemented leave (time without employer compensation) may be purchased at retirement, consistent with existing pension rules.

[2] Refer to ***Section 7. Options to Purchase Additional Service*** for further information on buy-in options.

CLAIMED MILITARY SERVICE (Interrupting Employment)

If you are called to active duty—or volunteer for active duty—in the Armed Forces or in the Delaware National Guard while you are an active member of the CMPF Plan, and you return to employment within 90 days of your discharge, you will receive full creditable service for the period of full-time, continuous active military service.

At the time of retirement, you may elect to use the creditable compensation you would have earned had you remained actively employed rather than taking military leave. If you choose this option, both employee and employer contributions must be paid to the pension fund to cover the cost of adjusting your benefit.

UNIFIED SERVICE

Unifying services gives members with service in two (2) or more plans the option to combine their creditable service time to meet retirement eligibility requirements. Plans eligible to unify with SEPP to determine eligibility are as follows:

- New State Police Plan
- County Municipal Plan
- State Employees' Plan

To be eligible you do not need to meet vesting rights in each plan. Your unified creditable service time can qualify you to retire from both plans. You cannot unify services if you are collecting retirement benefits from one of the plans. If service in one of the plans was refunded, you can repay the refund to restore service time in the plan.

Unification can only be established at the time of retirement. If you have previous service and want to know if you qualify, please contact the Office of Pensions.

TERMINAL LEAVE

Officers on terminal leave continue to accrue service credit and receive wages.

BREAK IN SERVICE

If you leave service with your County or Municipality before you have acquired five (5) consecutive years of creditable service, your service credits will be forfeited. Service time can be restored if:

- Your discontinuance of employment is due to absence on account of military service, disability, or approved leave, and you again become an employee within four (4) months following the completion of such military service, disability, or approved leave; or
- You again become an employee within four (4) months after you leave employment; or
- You subsequently acquire five (5) consecutive years of credited service, if you repay any contributions you have withdrawn plus interest.

Upon termination, a vested pension application, a Contribution Retention Notice Form, or an Application for Withdrawal of Benefits **must be filed by your human resources office.** If you left employment and received a refund of your contributions plus interest, you may re-establish this service upon returning to active membership and must repay the amount you withdrew plus interest to the date your request is received. Previously withdrawn earned service that is re-established is considered creditable service and can be used to determine minimum service requirements for benefit eligibility.

If you receive a refund of your contributions and subsequently return to employment, you should contact the Office of Pensions for information relative to the options available to you regarding prior service credit.

3. COMPREHENSIVE ANNUAL STATEMENT

OVERVIEW OF YOUR COMPREHENSIVE ANNUAL STATEMENT

As a member of the County & Municipal Police/Firefighters Pension Plan (CMPF), you will receive a Comprehensive Annual Statement (CAS) through https://my.delaware.gov/ yearly.

The CAS is a four (4) page report designed to give you an overview of your membership status. The statement consists of six (6) blocks:

1. **PERSONAL INFORMATION (Block 1)** – includes your address, Pension ID number, Date of Birth, Gender, Marital Status, and Spouse's Date of Birth.
2. **PENSION INFORMATION (Block 2)** – Specifies the Pension Plan the statement pertains to and total pension-creditable service time as of the statement date.
3. **CONTRIBUTORY INFORMATION (Block 3)** –
    a. Total pension contributions and total interest accrued by the employee as of the statement date.
    b. Wages and Contributions Breakdown for your Highest Creditable Compensation Period**.** *Wages and Contributions Breakdown will only be available once an employee has met vested status.* Please Note: Highest Creditable Compensation Period can be any consecutive 12-month period and is often not a calendar year.
4. **COMPUTATION INFORMATION (Block 4)** – Pension Estimate Computation Formula is the breakdown of how your pension amount is calculated. Part 3 shows your final estimated pension. *This calculation is only available once an employee has met vested status. If you have not met vested status this page will be blank.*
5. **BURIAL BENEFIT INFORMATION (Block 5) –** This box lists the current designated beneficiary or beneficiaries to receive payment of a burial benefit payment of $7,000. This sum will be payable to the designated beneficiary if your death occurs at any time during your employment under this Pension Plan. **Eligibility for this benefit terminates when your active employment terminates.**
6. **BENEFICIARY INFORMATION (Block 6)** – This box lists the current designated beneficiary or beneficiaries to receive payment of undistributed Pension Contributions upon your death if there is no survivor. You are limited to six (6) beneficiaries. If any changes need to be made, please update the form, sign, date, and submit it to the Office of Pensions.

Please review your statements yearly for accuracy. If changes are needed, follow the instructions below each block to get the necessary corrections made. Note: Changes to personal information cannot be updated by the Office of Pensions if you are an active employee. You MUST work through your Human Resources office for these changes.

SAMPLE COMPREHENSIVE ANNUAL STATEMENT

Delaware Public Employees' Retirement System
2025 Comprehensive Annual Statement

DISCLAIMER: **This statement represents an estimate only of potential benefits developed from records available to the Delaware Public Employees' Retirement System. This data must be verified at the time of retirement. As a result, your actual retirement benefits may vary significantly from the amounts reflected here. None of the information in this estimate has been verified and the Office of Pensions of the State of Delaware makes no representation or warranty, expressed or implied, as to the accuracy or completeness of such information. Actual service credit and benefits will be verified at the time of retirement. The Office of Pensions encourages all participants who are nearing retirement age to request copies of their records and review them for accuracy.**

PERSONAL INFORMATION — BLOCK 1

Joe Member		Pension ID:	195421
123 Main Street		Date of Birth:	01/28/1963
Apt. 5S		Gender:	M
Dover, DE 19901		Marital Status:	M
		Spouse's Date of Birth:	05/31/1968

If any information in Block 1 other than Spouse's Date of Birth is incorrect, submit changes with verification to your current Human Resources Office. If Spouse's Date of Birth is incorrect, submit changes with verification to the Office of Pensions.

PENSION INFORMATION — BLOCK 2

Pension Plan: COUNTY MUNCPL POLICE PLAN

Total Pension Creditable Service as of 12/31/2025: 19 Years 10 Months (19.8611)

If any information in Block 2 is incorrect, please contact your current Human Resources Office and have them submit service verification to the Office of Pensions.

CONTRIBUTORY INFORMATION — BLOCK 3

Total Pension Contributions as of 12/31/2025:	$112,814.10
1. Pre-Tax Pension Contributions	$112,814.20
2. After-Tax Pension Contributions	$ 0.00
Total Interest Accrued as of 12/31/2025	$55,583.35

Wage and Contribution Breakdown by Year for your Highest Creditable Compensation Period:

Period Start	Period End	Pension Creditable Wages	Pension Contributions
12/2024	11/2025	143,673.77	10,057.24
12/2023	11/2024	129,078.54	9,035.50
12/2022	11/2023	113,700.66	7,959.00

If any information in Block 3 is incorrect, keep original for your records and submit a photocopy with the errors circled in black ink only with an explanation to this office for investigation.

Pension ID: 195421
Name: Joe Member
Pension Plan: COUNTY MUNCPL POLICE PLAN

Delaware Public Employees' Retirement System
2025 Comprehensive Annual Statement

COMPUTATION INFORMATION **BLOCK 4**

Pension Estimate Computation Formula

PART 1 – Calculation for years of service up to and including 20.

1. Total Compensation-------→	$386,452.97
Divided by 36	
2. Equals Final Average Compensation-------→	$10,734.80
Multiplied by 2.5%	
3. Equals Factor 1-------→	268.37
4. Multiplied by Years of Creditable Service (up to 20)-------→	19.8611
5. Equals Estimated Monthly Pension (part 1)-------→	$5,330.12

PART 2 – Calculation for years of service above and beyond 20 years.

6. Final Average Compensation-------→	$10,734.80
Multiplied by 3.5%	
7. Equals Factor 2-------→	375.72
8. Multiplied by Years of Creditable Service above and beyond 20)→	0.0000
9. Equals Estimated Monthly Pension (part 2)-------→	$0.00

PART 3 – Total Estimated Monthly Pension Benefit

10. Part 1 + Part 2 equals Total Monthly Pension Benefit-------→	$5,330.12

If the Increased Survivor Benefit Option is chosen, the computed amount in Item 10 would be reduced.

Block 4 contains a step-by-step calculation of your estimated monthly pension accrued under the Delaware Public Employees' Retirement System based on your service and compensation as of 12/31/2025. This monthly pension does not reflect any reduction for early retirement nor does it indicate your eligibility to collect a monthly pension. Please refer to our website, www.delawarepensions.com, for eligibility requirements.

DISCLAIMER: This statement represents only an estimate of credited service and potential benefits. None of the information in this estimate has been verified and the Office of Pensions of the State of Delaware makes no representation or warranty, expressed or implied, as to the accuracy or completeness of such information. Actual service credit and benefits will be verified at the time of retirement.

BURIAL BENEFIT INFORMATION — BLOCK 5

Burial Benefit: **7,000.00**

Primary/Secondary	Name / Address	Phone

YOU DO NOT CURRENTLY HAVE A NAMED BURIAL BENEFICIARY. If you wish to add or make changes to the burial benefit beneficiary(ies) listed above, complete and return a Burial Benefit Designation/Change of Beneficiary Form. The form can be found on our website, www.delawarepensions.com, and requires your signature in the presence of a notary public. If you have minor changes for your existing burial benefit beneficiary(ies) listed above (name change, address, phone number, misspellings), clearly print corrected information on a photocopy and submit to the Office of Pensions.

BENEFICIARY INFORMATION — BLOCK 6

Designated Beneficiary(ies) to receive payment of undistributed Pension Contributions upon your death, if no survivor's pension is payable. NOTE: You are limited to (6) beneficiaries.

Primary/Secondary Relationship	Name Address			Birthdate	Gender
Primary/Secondary Relationship	Jane Member 123 Main Street	Apt. 5S	Dover, DE 19901	01/07/1941	F

If you wish to add or make any changes to the beneficiary(ies), complete and return the Designated Beneficiary form, which is page 4 of this statement. Please use black ink only.

Pension ID: 123456
Name: Joe Member
Pension Plan: COUNTY MUNCPL POLIC PLAN

Delaware Public Employees' Retirement System
2025 Comprehensive Annual Statement

Designated Beneficiary Form

Designated Beneficiary to receive payment of pension contributions plus interest if no survivor's pension is available. You may designate a maximum of six (6) beneficiaries. (If more than one beneficiary is listed, payment will be divided equally unless otherwise noted by indicating Primary and/or Secondary.)

Check one below to update beneficiary information.

ADD	DELETE	MODIFY	PRIMARY	SECONDARY	SSN / Relationship	Name / Address			Birthdate	Gender
☐	☐	☐	☐	☐	XXX-XX-4321 Spouse	Member, Amy 123 Main Street	Apt. 5S	Dover, DE 19901	05/31/1968	F
☐	☐	☐	☐	☐						
☐	☐	☐	☐	☐						
☐	☐	☐	☐	☐						
☐	☐	☐	☐	☐						
☐	☐	☐	☐	☐						

If the information is accurate, do not return. If you wish to add or make changes to beneficiary(ies), complete all requested information using BLACK INK only, sign and return.

OFFICE OF PENSIONS, McARDLE BUILDING, 860 SILVER LAKE BLVD., SUITE #1, DOVER, DE 19904-2402 (SLC: D570A)
FORMS ONLY: PENSION.FORMS@DELAWARE.GOV
FOR ALL OTHER CORRESPONDENCE: PENSIONOFFICE@DELAWARE.GOV
(302) 739-4208

DATE **SIGNATURE**

See Section 6. Benefit Computation for information on utilizing the on-line calculator for future estimates.

A FREQUENTLY ASKED QUESTION:

Why is my previous service not showing on my Comprehensive Annual Statement?

If you left the service with your County/Municipality before completing five consecutive years of service or took out contributions when you left service, then service was forfeited. Service will show on your CAS once five consecutive years have been completed or contributions and interest has been repaid for service time withdrawn.

4. BENEFIT ELIGIBILITY REQUIREMENTS

RETIREMENT ELIGIBILITY CRITERIA

You are eligible to receive monthly pension payments based on the retirement eligibility criteria below:

Table 2: Pension Benefit Eligibility Requirements

PENSION TYPE	
SERVICE *(Active Employees)*	• Five (5) years of consecutive pension credited service and attained age 62; or • Age plus years of pension credited service (at least ten (10) years pension credited service) equals 75; or • Twenty (20) years of pension credited service regardless of age; or • Five (5) years of consecutive pension credited service and retired pursuant to your employers' mandatory retirement date.
VESTED *(Terminated Employees)*	• With at least five (5) years of consecutive pension credited service. • Payable at age 62.
SURVIVOR *(Active, Vested, or Retired)*	• Upon the death of an active member who has at least five (5) years of credited service (must have five (5) consecutive), a monthly survivor's pension shall be payable to the survivor or survivors equal to 75% of the service pension the member would have been eligible to receive. The survivor pension payable is actuarially reduced if the surviving spouse is under the age of 50 and does not have a dependent under their care. • The surviving spouse must have been married to the deceased member: (1) Prior to retirement; or (2) For at least 1 year before the date of death, unless the death was the result of an accident. • Upon the death of a pensioner, their survivor will be entitled to the percentage of the retiree's pension elected at the time of retirement as a member; and • If a previous member passes away while in terminated vested status, the survivor is not eligible for a survivor pension. Instead, all pension contributions will be paid to the beneficiary listed on file.

DISABILITY PENSION

To be eligible for a disability pension, the medical condition must be expected to last for a least twelve (12) months. Cases are subject to medical review and approval by the Executive Secretary of the Board of Pension Trustees.

Duty Connected Disability – A partial or total disability resulting from an individual and specific act, the type of which would normally occur only while employed as a police/firefighter. Member is eligible upon date of hire.

Partial – Calculated the same as Service Pension subject to minimum 50% of final average monthly compensation.

Total – 75% of final average monthly compensation plus 10% for each eligible dependent not to exceed 25% for dependents.

Non-Duty Connected Disability – A partial or total disability that is not considered a duty-connected disability shall be a non-duty connected disability pension. Member must have five (5) consecutive years of pension credited service to be eligible.

Partial – Calculated the same as Service Pension subject to a minimum of 30% of final average monthly compensation.

Total – Calculated the same as Service Pension subject to minimum 50% of final average monthly compensation plus 5% for each eligible dependent not to exceed 20% for dependents.

SURVIVOR PENSION

In the event of an active member or retired member's death, the eligible survivor is entitled to a survivor's pension. A survivor's pension is given to an eligible survivor to help make up for the loss of income that the survivor would be receiving if the pensioner was still alive. If the primary survivor ceases to be eligible for a survivor's pension, that pension becomes payable to the next eligible survivor(s). The following are eligible survivors listed in order of priority:

Table 3: Survivor Definitions by Survivor Type

Survivor Type:	Definition:
Spouse **(Lifetime Benefit)**	A widow(er) of a member. Must be married prior to your retirement or at least one year before date of death, unless death is a result of an accident. A surviving spouse is no longer considered a survivor once they remarry.
Dependent child or children **(Limited Term Benefit)**	Child/children under age 18 (including and resulting from a pregnancy prior to the member's death), unmarried, and if between the ages of 18 and 22, a full-time student.
Disabled child **(Lifetime Benefit)**	Child permanently disabled as a result of a disability that began before the child attained age 18
Dependent parent or parents **(Lifetime Benefit)**	Any parent that was deemed to have been receiving at least one-half of their support from such a deceased person at the time of death.

**** Priority may be changed by filing a notarized Survivor Order of Priority (SOP-1) form.**

The monthly survivor pension amount can equal 50%, 66.67%, 75%, or 100% of the employee benefit calculation, depending on circumstance and/or member election at the time of retirement.

Criteria are as follows:

1. If an employee dies in active service, the eligible survivor(s) will be paid a monthly pension benefit equal to three-fourths (75%) service pension the employee would have been eligible to receive.
2. If an employee dies in the line of duty, the eligible survivor(s) will be paid a monthly pension equal to three-fourths (75%) of the employee's compensation (base pay).
3. At retirement, a member has the option of electing their survivor option. This election is irrevocable and must be made before the issuance of the first pension direct deposit. The choices are as follows:
    - No reduction to member's pension = 50% survivor's pension
    - 2% reduction to member's pension = 66.67% survivor's pension
    - 3% reduction to member's pension = 75% survivor's pension
    - 6% reduction to member's pension = 100% survivor's pension

If the deceased member does not have a spouse but does have more than one dependent child, the benefit will be divided equally between all dependent children.

SURVIVING SPOUSE

If survivor is an eligible spouse, they must be married prior to the member's retirement or at least 1 year before the date of death, unless the member's death was a result of an unforeseen or unplanned event.

If a surviving spouse dies or remarries, their survivor pension shall cease and the survivor pension shall become payable the following month to the next primary survivor.

DEATH BENEFITS WHEN NO ELIGIBLE SURVIVOR

If you die leaving no eligible survivors, your named beneficiary or beneficiaries will be paid a lump sum equal to the excess, if any, of your accumulated contributions with interest less all pension payments made, including survivor's benefits. You may designate a beneficiary or beneficiaries or change your beneficiary or beneficiaries at any time by completing a Designation/Change of Beneficiary Form. This form should be updated to reflect any name or contact information changes to your named beneficiaries. If there is no designated beneficiary or beneficiaries, the sum will be paid to your estate.

You can see who you have selected as a beneficiary by reviewing the last page of your Comprehensive Annual Statement.

5. RETIREMENT PLANNING

Along with Social Security and private investment earnings, your pension may be one of your major sources of income at retirement.

While you can count on the stability of the fund, your CMPF membership is not responsibility-free. Your biggest responsibilities are keeping yourself informed about your benefits and notifying your local human resources office and the Office of Pensions of changes in your life that affect your pension. It is never too early to start planning for retirement. In preparing for retirement there are several steps you can take:

- Each year you will receive a Comprehensive Annual Statement (CAS). Please examine the statement carefully to ensure that your personal information found in Block 1 and years of credited service found in Block 2 are accurate. If there are any issues, please follow the instructions below each box on your CAS report.
- Keep your beneficiary information up to date. This information can be found on page four (4) of your CAS.
- Individual counseling sessions are available through the Office of Pensions and are designed to provide employees with a comprehensive overview of the County & Municipal Police/Firefighters Pension Plan and retirement process. Upon request, you could receive a personalized pension estimate.
- Contact the Social Security Administration, if eligible, regarding social security benefits (including Medicare), if applicable at 1-800-772-1213 or www.ssa.gov.

6. BENEFIT COMPUTATIONS

CALCULATING YOUR PENSION

Your pension amount is primarily based on your years of credited service and your Final Average Compensation (FAE). Your FAE is determined by the highest 36 consecutive months of credible service.

You can find the breakdown of your three (3) highest years on page one of the Comprehensive Annual Statement (CAS) under Block 3 Contributory Information. The FAE can be found on page 2 of your CAS.

IRS MAXIMUM COMPENSATION LIMIT

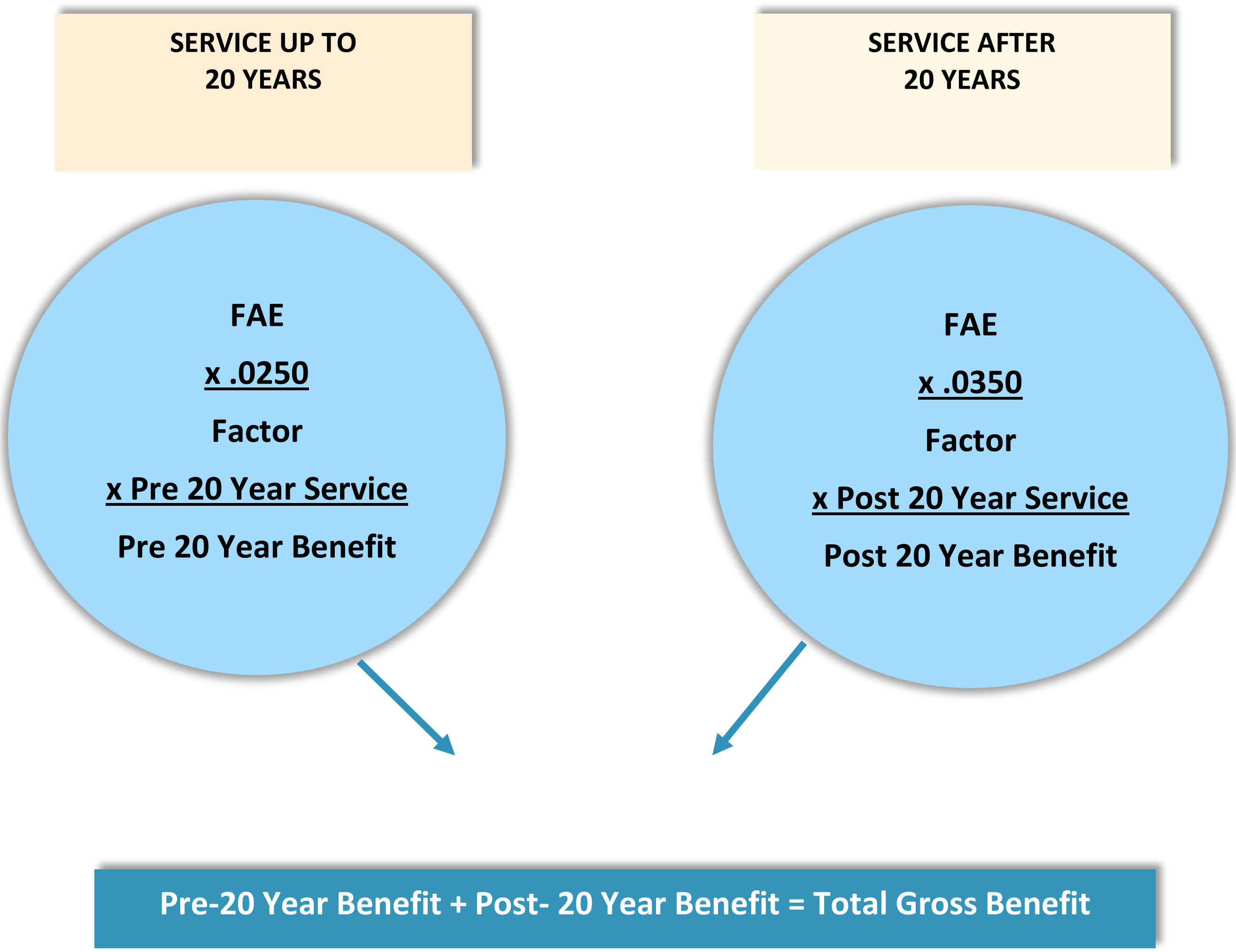
Federal law places limits on the amount of compensation that may be considered when calculating benefits under qualified retirement plans.

Under Internal Revenue Code 401(a)(17), only compensation up to an annual limit established by the Internal Revenue Service (IRS) may be used to calculate your pension benefit. Compensation earned above this limit will not be included when determining member contributions or calculating pension benefits.

The IRS adjusts this limit periodically for inflation. Future limits may change in accordance with federal law. If a member’s earnings exceed the applicable IRS limit, pension benefits will be calculated using compensation up to the maximum allowable amount only.

SERVICE PENSION CALCULATION

Figure 1: Calculating Your Service Pension



TIPS ON USING THE ONLINE CALCULATOR

Employees are encouraged to utilize the pension online calculator to calculate future pensions, located under Active Members > County and Municipal Plan - Police/Firefighters at http://www.delawarepensions.com.

All the information needed for the online calculator can be found on page 2 of your recent Comprehensive Annual Statement (CAS).

Our Retirement Counseling page is another great resource for pension information, which ilocated under Active Members > Retirement Counseling at http://www.delawarepensions.com

7. OPTIONS TO PURCHASE ADDITIONAL SERVICE

OVERVIEW OF BUY-IN OPTIONS

Buy-ins are offered at the time of retirement, and, if purchased, will increase the amount of pension creditable service time used to calculate your gross monthly pension. Please see Table 4 for more information on the different kinds of buy-in's that may be available to you.

Table 4: Description of Buy-In Option Available

SERVICE TYPE	DESCRIPTION
Actuarial	You may purchase full-time Uniformed Police Service performed for another police department. There is no limit on the number of years that can be purchased. This service time can be used to establish retirement eligibility.

*Buy-in options must be approved and verified by the Office of Pensions before retirement. For more information on what documentation is needed for Actuarial Verification, please review Active Members > Active Members Forms on our website at www.delawarepensions.com.

COST

Payment for the purchase of an approved buy-in is calculated at the time of retirement. Our online pension calculator for the CMPF will assist you in estimating the cost of buy-ins that apply to you.

PAYMENT OPTIONS

Once the buy-in calculation has been completed, a written notification will be mailed directly to the home address the month in which you will receive your first pension benefit. All payments must be paid before issuance of the first monthly benefit.

Payment can be made one of three ways:

- Deducted from the first monthly pension, if sufficient to cover the entire cost
- Personal check; or
- Rollover from a qualified tax-sheltered account (i.e., 401(A), 457(B), 403(B) (under certain circumstances), or an IRA.)

8. APPLYING FOR A PENSION

OVERVIEW OF THE PENSION APPLICATION PROCESS

Congratulations on making it to retirement!

At least four (4) months before you plan to retire, you should contact your human resources office to begin the application process. Once notified, the human resources office of your organization begins the process of verifying service by initiating an electronic Pension Application (Pen-App). The Office of Pensions verifies your service and sends a confirmation email back to the human resources department after creditable service is confirmed.

Your organization's human resources office then contacts you for an appointment to complete the necessary paperwork. Once the pension application is signed and notarized, the pension application and required documents are forwarded to the Office of Pensions. The signed pension application and required documents should be in our office 45 days before the effective date of pension (e.g., Retirement effective date of 7/1/YY, the signed pension application should be in our office no later than 5/15/YY). Upon receipt of the pension application by the Office of Pensions, the employee receives a letter acknowledging receipt of the pension application, the effective date of retirement, and the payroll processing month.

Your first pension check will be deposited on the last business day of your retirement month (e.g., Retire 7/1/YY, first direct deposit received on 7/DD/YY which includes one month of pension) pending all required documents are submitted 30 days prior to the effective date.

If you have buy-in options upon retirement, notification regarding the purchase is mailed to your home address, and emailed to the email address on file the month you are scheduled to receive your first monthly pension payment (e.g. July, using the example above). The buy-in options cannot be calculated until the final payment is made by the organization and the Pension Compensation Calculation (PCC-1) form is submitted to the Office of Pensions.

VESTED PENSIONERS

For vested pensioners, the Office of Pensions will send out correspondence six (6) months before the pensioner's retirement effective date. Once contact information has been verified, a vested packet will be sent out with all necessary paperwork. To avoid delay in receiving a pension, all vested pensioners are encouraged to keep the Office of Pensions updated on any changes in contact information (e.g., address, phone, email address).

NECESSARY DOCUMENTS

The Office of Pensions requires different documents depending on the circumstances of your retirement. You can assist by being ready to provide the personal documentation and forms listed below for your type of pension at retirement. Personal documents should be copies only, please do not send your original birth certificates or social security cards. Even if you don't have everything, don't delay the submission of the requested documents. You can provide some of the missing documents later.

All forms can be found on the Office of Pension website (https://delawarepensions.com) under *Retirees > Retiree Forms.*

The following are the documents required to go on pension:

Table 5: Documents Required for Your Pension

Documents Required	Service	Vesting	Disability	Survivor
	Pension Type			
Personal Documents				
1. Copy of both your own and dependents' original birth certificate OR federally-compliant drivers' license – if you do not have either of these, you can substitute: a. Delayed record of birth b. Statement of birth as established by the Social Security Administration c. Vital Statistics Statement of Birth d. Baptismal Certificate (as an infant)	Y	Y	Y	Y
Copies of all marriage certificates/divorce decrees. The Office of Pensions must be able to track your name from birth to the present. We also need these documents to establish survivor eligibility.	Y	Y	Y	Y
Copies of Social Security cards for yourself and dependents	Y	Y	Y	Y
Copies of Medicare Cards (A and B)	Only if eligible and selecting medical coverage	Only if eligible and selecting medical coverage	Only if eligible and selecting medical coverage	Only if eligible and selecting medical coverage
School verification (For survivors between the age of 18 and 22 who are not permanently disabled before the age of 18.)	N	N	N	Y
Buy-In Documents				
Certification of service from the former employer verifying purchasable service.	Y	Y	Y	Y
Pension Office Forms				
Pension Application – signed & notarized after service has been verified	Y	@ Retirement **	@ Retirement **	Y Except for Survivors of Retirees

Documents Required	Service	Vesting	Disability	Survivor
Direct Deposit Authorization (DA) Form - Direct deposit of the monthly benefit to a checking, savings, or other account is required. Submit a pensioner's DA form to provide account information.	Y	@ Retirement	@ Retirement	Y
Federal & Delaware Tax Withholding Election Forms - Generally, pension benefits are taxable. Year-end tax forms are mailed before January 31 and report the total amount of pension benefit paid, taxes withheld, and other items. Tax withholding options may be changed by filling out a Federal W-4P or a State of Delaware W-4. State taxes can only be withheld for the State of Delaware. Pensioners living outside of Delaware should seek tax advice to meet their local tax requirements.	Y	@ Retirement	@ Retirement	Y
Joint Survivor Benefit Form (JSB)* – ***must be notarized*** The purpose of this form is for the pensioner to choose the amount of pension to be left to your eligible survivor (*an eligible survivor is your spouse, dependent children under 18, children 18 to 22 that are full-time students, a child that is permanently disabled as a result of a disability which began before the child attained age 18, or your dependent parents*) at the time of your death. There are four choices: 1. No reduction to member's pension = 50% survivor's pension 2. 2% reduction to member's pension = 66.67% survivor's pension 3. 3% reduction to member's pension = 75% survivor's pension 4. 6% reduction to member's pension = 100% survivor's pension	Y	@ Retirement	@ Retirement	Y
Health, Dental and Vision application/refusal forms and Coordination of Benefits (COB) form (if applicable) (See **Section 9. Retiree Benefits**)	Y	@ Retirement	Y	Y

*This election is irrevocable and must be made before the issuance of the first pension direct deposit.

**Agency may have employee sign application at the time of termination.

9. RETIREE BENEFITS

HEALTH INSURANCE (including prescription coverage)

Pensioners are eligible to participate in the group health insurance plans offered by the State of Delaware. For retirements effective on or after 7/1/2015, there is an offset to the member's cost of healthcare. A member eligible for a vested pension in another plan OR receiving a pension in another plan may be eligible for a portion of the State Share paid by the State.

All plans are coupled with prescription plan coverage (except Special Medicfill non-prescription coverage option). Changes in coverage once a year during open enrollment in May, changes are effective July 1st. Medicare- eligible members' open enrollment period occurs in October; changes are effective January 1st. Life Changing Event – changes must be done within 30 days of the event.

Spousal Coordination of Benefits

If you cover a spouse under your Highmark Delaware or Aetna health plan, you are required to complete a Spousal Coordination of Benefits (COB) Form online to determine your spouse's eligibility status. The online form must be completed within 30 days of enrolling your spouse in a State of Delaware health plan, within 30 days of your spouse losing or gaining employee coverage and every year during Open Enrollment in May. Failure to complete a Spousal COB Form or provide documentation when required will result in a reduction of your spouse's coverage. To complete online please go to: https://cob.dhr.delaware.gov.

MEDICARE ELIGIBILITY

Medicare Part A and Part B enrollment is required for all pensioners and their eligible insured dependents whey they attain Medicare eligibility either due to disability or age 65. Part B may not be required if coverage with active employment is available. Contact the Office of Pensions if you have questions regarding Part B required enrollment.

Medicare Part A – Federal Hospital insurance

Medicare Part B – Federal Medical insurance (doctors, supplies, etc.)

Medicare Part D – Prescriptions

The **Special Medicfill plan** is offered with or without prescription coverage. Prescription coverage includes a qualified and enhanced Part D prescription plan with Express Scripts. An individual can only have one Part D enrollment, Tricare coverage is the exception.

For more information on Medicare Frequently Asked Questions (FAQ), please visit our website at www.delawarepensions.com and navigate to Active Members > Retirement Counseling > Medicare FAQ.

DENTAL INSURANCE

Dental insurance is available upon retirement. The pensioner is responsible for the full cost of the monthly premium. The pensioner may select Individual, Individual and Spouse, Individual Child(ren), or Family coverage.

VISION INSURANCE

Vision insurance is available upon retirement. The pensioner is responsible for the full cost of the monthly premium. The pensioner may select Individual, Individual and Spouse, Individual and Child(ren) or Family coverage.

BURIAL BENEFIT – Active Members Only

Senate Bill 7, passed by the 149th General Assembly and signed by Governor Carney, authorized a $7,000 no-cost burial benefit upon the death of an active employee of the County and Municipal Police/Firefighter Pension Plan. Active members in this plan are automatically enrolled in the Burial Benefit once hired.

10. RETIREMENT

Once you are retired, the Office of Pensions becomes your Human Resource Department.

MONTHLY PENSION

You utilize *My.Delaware.Gov* to review your pay stubs online. To ensure the timely delivery of benefit payments, all pensioners must receive payment of their monthly benefit through direct deposit. Payments are issued on the last business day of each month. The payments are sent electronically so funds post immediately to your bank account.

POST-RETIREMENT INCREASES (PRI)

Pension law does not provide for automatic post-retirement increases. Increases are only granted upon legislative approval. 1% was given 01/01/2015.

TAXES

Monthly pension is taxable by the Federal Government. The Office of Pensions cannot withhold another State's tax from the State of Delaware monthly pension. If you intend to move out of Delaware, check with the Division of Revenue in that State to determine if the monthly pension is subject to state income tax. Be sure to consult with an accountant or a tax advisor about your liability or visit the IRS's website at www.irs.gov.

Withholding changes can be made anytime throughout the year by submitting new Federal and Delaware Tax Withholding Election forms to the Office of Pensions.

YEARLY STATEMENTS

Each year pensioners will receive the following statements:

Table 7: Description of Yearly Statements

Form	Description
1099R	Retiree version of a W-2 Form. Form sent out by January 31st of each year.

1095B	A tax form that reports the type of health insurance coverage you have, any dependents covered by your insurance policy, and the period of coverage for the prior year. This form is used to verify on your tax return that you and your dependents have at least minimum qualifying health insurance coverage.
Retiree Annual Statement	Annual statement with a summary of benefits and burial benefit information.

Pensioners should review the Retiree Annual Statement for accuracy. If any changes need to be made, follow the instructions provided in each block of the statement.

WORK RESTRICTION

An individual shall not receive a service or disability pension under this chapter for any month during which the individual is an employee as defined in §8801 of this title, unless:

1) The individual is a police officer who has retired from 1 county or municipal employer and has been appointed by the executive branch and confirmed by the legislative branch of a different county or municipal employer participating in the County Municipal Police/Firefighter Pension Plan; or
2) The individual is a temporary employee whose earnings from such employment do not exceed the maximum allowed by Social Security without affecting Social Security benefits; and
3) The individual's employment under paragraph (1) and (2) of this section is not pension creditable service time and may not be used to earn any retirement benefits in the Delaware and Municipal Police/Firefighter Pension Plan.

GENERAL QUESTIONS

If you are a retiree, please be sure to contact our office if any of the following changes occur:

Table 8: Pensioner Changes that Require Updates with the Office of Pensions

If I:	I should:
Change my address	Complete and submit a Change of Address Form to our office
Change my name	Submit updated documentation to the office: • Marriage or Divorce Certificate • Court documentation • Updated Driver's license, Social Security Card, Medicare Card, if applicable
Need to report the death of spouse or pensioner	Call our office to report a death. *Please note: An original death certificate will be needed to collect any benefits.*

Become re-employed by the State of Delaware in a pension covered position	Contact our office and ask to speak with our Return-to-Work Coordinator
Have questions regarding health care	Call our office and ask for our benefits section
Want to change my tax withholdings	Tax withholdings can be changed at any time. Please complete updated Federal and Delaware Tax Withholding Election Forms and submit them to our office
Want to change my burial benefit beneficiary or beneficiaries	Complete, notarize and submit a new Burial Benefit Designation/Change of Beneficiary Form to our office
Want to change my beneficiary or beneficiaries	Complete and submit an updated Designation of Change of Beneficiary Form to our office

Forms can be found on our website at www.delawarepensions.com under Retirees > Retiree Forms.