

SAMPLE VERIFICATION OF ELIGIBILITY

Date of Letter

First Name Last Name
Street Address
Zip Code

Dear _____:

Your Retirement Notice has been received, informing us of your intent to retire from the Cache County School District effective June 16, 2018, and requesting the District Retirement/Termination Benefit. Your request is approved, as it is our understanding that you meet the criteria to receive the District Retirement/Termination Benefit and URS Retirement Benefits.

You are eligible to receive the Termination Benefit lump sum payment. This money will be deposited into a qualified tax sheltered account. By our calculations, you have ____ years in the district and ____ years with the URS system, which makes you eligible for a \$_____ termination payment. Your employee health insurance coverage will end _____, but employees do have the option to purchase COBRA health insurance coverage. Please be advised that this verification is based on information we have now. This verification is not binding and does not constitute a contract.

Unused sick leave compensation will be paid at \$_____ per day/hour. As of today's date, you have ---- _____ days/hours of accumulated sick leave. An exit interview is used to determine whether the termination benefit and/or sick leave payout will be directed towards the health reimbursement account or the special pay option. An initial group retiree meeting will be held on April 09, 2018 at 4:00 pm. to discuss the "Exit Interview" process. You will be able to schedule your interview at this time.

You will also need to contact the Utah Retirement Systems at 1-800-695-4877 to begin retirement benefits with them.

_____, we appreciate you for the years of excellent service, dedication, and professionalism you have provided to the Cache County School District. I know students, staff, and all that have had association with you will feel your absence.

I wish you the very best in retirement.

Sincerely,

Kirk G. McRae
Director of Human Resources

KGM:sm

cc: Superintendent Steve Norton
Administrator
Business Office/Payroll/Benefits