



10. SSN

**PART B. INSURANCE POLICY INFORMATION**

If the participant has health, dental, vision, or prescription drug insurance, complete boxes 11 and 12 about that policy.

11. If the policy is a Commonwealth of Virginia (COVA) Health Benefit Plan, enter the plan name:

If not, enter the following information from the current health insurance card:

Plan Name: \_\_\_\_\_

Membership Type (Choose one):

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

Single  Two People  Family

Policy Number: \_\_\_\_\_

**12. Premium Information**

- a) How many times per year is the insurance premium paid? \_\_\_\_\_
- b) How much is each premium payment? \$ \_\_\_\_\_
- c) How much of each payment pays the retiree's portion of the coverage? \$ \_\_\_\_\_
- d) What is the effective date of this premium amount? \_\_\_\_\_

**PART C. CERTIFICATION**

13. For ORP/ARP retiree, provide the following:

Name of Retirement Plan: \_\_\_\_\_  
Effective Date of Retirement: \_\_\_\_\_  
Years of Service: \_\_\_\_\_  
Health Insurance Credit Amount: \$ \_\_\_\_\_

14. For ORP/ARP long-term disability recipient, provide the following:

LTD Start Date: \_\_\_\_\_  
Projected LTD End Date: \_\_\_\_\_  
Years of ORP/ARP Service (if over 30): \_\_\_\_\_  
Health Insurance Credit Amount: \$ \_\_\_\_\_

15. **Employer Certification:** I certify this individual was an employee with this agency who 1) is receiving long-term disability benefits, or 2) has elected a retirement option under a qualified Optional or Alternative Retirement Plan; has a minimum of 15 years of creditable service; and will begin receiving a periodic retirement payment. The type of employment, position held, and the period of service as provided above meets eligibility requirements for the health insurance credit.

\_\_\_\_\_  
Authorized Signer (Please print) Title  
\_\_\_\_\_  
Signature Phone Number Date

16. **Participant Certification:** I understand that I am responsible for repaying any overpayment of the health insurance credit. VRS may invoice me for the overpayment and, upon my death or claim for accelerated life insurance benefits, any remaining balance will be recovered from the proceeds of my group life insurance coverage. I also understand that I must immediately report any change in health insurance coverage to VRS.

\_\_\_\_\_  
Participant Signature Date

# INSTRUCTIONS FOR COMPLETING THE ORP/ARP HEALTH INSURANCE CREDIT EMPLOYER CERTIFICATION

## Part A. Participant Information

Boxes 2-7: Enter the participant's personal information.

- Box 8: Check the appropriate box to let VRS know whether the participant is an ORP/ARP retiree or long-term disability recipient.
- Box 9: If the participant is covered by Medicare, choose Yes and include the effective date of his or her Medicare Part B coverage and the premium amount paid each month.

## Part B. Participant's Insurance Policy Information

If the participant has health, dental, vision, or prescription drug insurance, complete Part B. If the participant has more than one policy, attach a separate sheet with the additional policy information. **Note:** Policies *not* eligible for reimbursement include long-term disability, home health care, long-term care, dread disease (such as cancer), hospital indemnity, life insurance or policies that restrict payment of benefits that treat specific illnesses.

To complete Part B, enter the following information from the current policy. (Do not include information from policies that are no longer in effect or that are not eligible for reimbursement.)

- Box 11: If the policy is an employer-sponsored Commonwealth of Virginia (COVA) Health Benefit Plan administered by the Department of Human Resource Management, enter the plan name. (Example: Advantage 65)
- If the policy is not a COVA policy, use the participant's current insurance card to enter the name and address of the provider, the membership type the participant selected, and the policy number.
- Box 12: Answer the four questions about the premium that is paid for the insurance policy in Box 11. Indicate the number of times each year you pay the premium, the total amount of each payment, how much of that amount is for your portion of the policy, and the date when this premium amount became effective.

## Part C. Certification

- Box 13: If the participant is an ORP/ARP retiree, provide the name of the qualified ORP/ARP from which the participant elected to receive a periodic benefit, the date elected to begin receiving a retirement benefit, the years of creditable service used to determine eligibility, and the monthly health insurance credit due the participant.
- Box 14: If the participant is on ORP/ARP long-term disability, enter the date approved for long term disability benefits, the projected date the benefit will end, the total years of service if over 30 years, and the monthly health insurance credit due the participant. (A health insurance credit reimbursement of up to a maximum of \$120 is allowed if the participant has 30 years of service or less at the time of entry into long-term disability.) **Note:** The dates are critical to determine whether the health insurance credit benefit is overpaid or underpaid.
- Box 15: Complete the employer certification.
- Box 16: Have the participant sign and date the form to certify he or she will return any overpaid health insurance credit.

**Note:** Boxes 15 and 16 must be completed in order for VRS to pay the health insurance credit.