

# Coordinating VRS Benefits

## Course Topics and Materials

### Membership

**Pre-requisite:** VRS Resources

**Class Preparation:** None

- Benefits
- Eligibility
- Employer and member contributions
- [Designation of Beneficiary \(VRS-2\)](#)

### Refunds

**Pre-requisite:** Membership

**Class Preparation:** None

- Eligibility
- Tax implications and rollovers
- Deferred and inactive membership status
- [Request for Refund \(VRS-3\)](#)

### Purchase of Prior Service

**Pre-requisite:** Refunds

**Class Preparation:** None

- Eligibility
- Types of eligible prior service
- Cost calculations
- Payment options
- Purchase of prior service forms
- Certification process

### Service Retirement

**Pre-requisite:** None

**Class Preparation:** Bring a hand-held calculator

- Unreduced and reduced benefit eligibility
- Benefit payout options
- Basic benefit calculations
- Service retirement application forms and processes
- Common post-retirement issues for members

### Disability Retirement

**Pre-requisite:** Service Retirement

**Class Preparation:** Bring a hand-held calculator

- Eligibility for regular and work-related disability retirement
- Benefit payout options
- Calculating regular and work-related disability retirement
- Coordinating with Workers' Compensation and Social Security disability benefits

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- Disability retirement application forms and processes
- Common post-retirement issues for members

### Basic and Optional Group Life Insurance

**Pre-requisite:** None

**Class Preparation:** None

- Basic and optional group life insurance coverage
- Eligibility
- Benefits
- Changing and waiving coverage
- Tax liability and imputed income

### Death-in-Service Benefits

**Pre-requisite:** None

**Class Preparation:** None

- Benefits for designated beneficiaries
- Benefit payout options
- Calculating death-in-service benefits
- Assisting beneficiaries with completion of death claims