



Coordinating VRS Benefits E-learning Curriculum

The Coordinating VRS Benefits E-learning Curriculum is a companion to the Coordinating VRS Benefits webinar and instructor-led training. The e-courses provide an in-depth look at the benefits and resources available to both members and employers.

Benefits administrators and payroll officers may complete all of the e-courses in the series, or choose individual e-courses as needed. However, VRS recommends completing the two foundation courses, VRS Resources and Membership, first.

Benefits administrators and payroll officers may access the courses through the VRS University of the COVA Knowledge Center by using the following search terms: VRS-E and/or Coordinating VRS Benefits.

The Coordinating VRS Benefits E-learning Curriculum includes the following courses:

VRS RESOURCES

A number of resources are available to help participating employers administer VRS benefits. VRS has online resources and dedicated support teams available to answer your questions. This course for HR professionals offers an overview of these resources and authorized VRS contacts.

MEMBERSHIP

Benefits administrators will gain insights and ideas for sharing the benefits VRS membership with employees. The course reviews member benefits such as life insurance, death benefits, health insurance credit, disability benefits, long-term care and retirement savings plans. It also describes the various retirement plans administered by VRS and delves into employee and employer contributions.

SERVICE RETIREMENT

Employers play a valuable role in counseling employees on VRS service retirement benefits. This course will help benefits administrators explain eligibility requirements for service retirement for VRS Plan 1, Plan 2 and the Hybrid Retirement Plan. It also explores the payout options available to VRS members and discusses the retirement process, including available resources and required documents. Additionally, the course reviews post-retirement topics including health insurance, life insurance, the health insurance credit and employment after retirement.

LIFE INSURANCE

If you are a VRS-participating employer, the Group Life Insurance Program administered by Minnesota Life is part of the benefits package available to your employees. Learn how to counsel employees, explain the basic and optional components of the group life insurance plan and answer questions about eligibility, beneficiaries and benefits. The e-course guides benefits administrators through the process of reporting the death of an employee and working with Minnesota Life to ensure that claims are processed accurately and timely.

REFUNDS AND DISTRIBUTIONS

Need support on counseling employees on their eligibility to request a refund or distribution from their VRS accounts? This course covers those basics and also helps benefits administrators determine how much those payments will be. Because employees need to understand the implications of their choices, this course compares the difference between receiving a refund or distribution versus deferring retirement. It also reviews the application process for both refunds and distributions.

DEATH-IN-SERVICE

Counseling your employees or their beneficiaries on death-related matters requires sensitivity and an understanding of how death-in-service benefits are paid. This course for benefits administrators covers beneficiary designation and the benefit payout options for non-work related and work-related death. Also, special circumstances, such as the death of a member while on short- or long-term disability, are addressed. Employer responsibilities, including how to complete a death claim, are explained.

HEALTH INSURANCE CREDIT

Through this course, benefits administrators will learn how to determine if a retiree is eligible for a health insurance credit and how to calculate the credit amount. The course also covers key information benefits administrators need to explain how the credit is paid to service and disability retirees. In addition, the course includes information on how to help employees navigate the health insurance credit application process.

DISABILITY RETIREMENT

Increase your knowledge of how to counsel employees about disability retirement through this course, which defines the eligibility criteria for disability retirement and explains how a disability retirement benefit is calculated. In addition, benefits administrators will discover how to answer other questions employees may have about their benefits and gain insights into the disability retirement application process.

VLDP CURRICULUM

The Virginia Local Disability Program (VLDP) provides income protection to political subdivision or school division employees who are ill or disabled. This suite of employer e-courses include four modules that describe the VLDP benefits available to participants and include information about how the program is administered. Modules include *Introduction to VLDP*, *Short-Term Disability*, *Long-Term Disability* and *Long-Term Care*.

VSDP CURRICULUM

The Virginia State Disability Program (VSDP) provides income protection to state employees who are ill or disabled. This suite of employer e-courses includes four modules that describe the VSDP benefits available to participants and provide information about how the program is administered. Modules include *Introduction to VSDP*, *Short-Term Disability*, *Long-Term Disability* and *Long-Term Care*.

PURCHASE OF PRIOR SERVICE

The amount of service credit in an employee's VRS record impacts many VRS benefits, so it's important to inform employees of their options for purchasing prior service credit as early as possible. This course explores the types of available service members may purchase as well as the eligibility criteria, cost and payment methods to purchase prior service credit. It also outlines employer responsibilities for the purchase of prior service process, including certifying prior service, generating cost letters, creating eligibility periods and setting up purchase payment agreements.

HAZARDOUS DUTY

COMING SOON!

Do you have employees in VRS-covered positions who are eligible for enhanced hazardous duty benefits? This course provides benefits administrators with information to counsel eligible employees about their enhanced hazardous duty benefits. Topics include eligible positions, retirement benefits and supplement eligibility. The course covers how other benefits, such as disability retirement and the purchase of prior service credit, affect enhanced hazardous duty benefits.