

CERTIFICATION OF ELIGIBILITY FOR CRITICAL SHORTAGE BUS DRIVERS



VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500 ♦ Richmond, VA 23218-2500
Toll-free 1-888-827-3847
Fax 804-786-9718
www.varetire.org

1. Employer Code
2. Employer (School Division) Name

Certain retirees of the Virginia Retirement System (VRS) may be employed in critical shortage bus driver positions as defined by the *Code of Virginia*. Retirees and employers complete this form to certify the person's employment in an approved critical shortage bus driver position. This form is completed at the time of employment and by September 1 of each year the retiree continues to be employed in this position.

3. Name (First, Middle Initial, Last)	4. Social Security Number																				
5. Employer at Time of Retirement	6. Retirement Date																				
7. Post-Retirement Employment Information Enter information about all positions you have held with VRS-participating employers since your VRS retirement date:																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Employer</th> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Dates Employed</th> <th style="text-align: left; border-bottom: 1px solid black;">Employment Status</th> <th style="text-align: left; border-bottom: 1px solid black;">Critical Shortage Position?</th> </tr> <tr> <th style="border-bottom: 1px solid black;"></th> <th style="text-align: center; border-bottom: 1px solid black;">From</th> <th style="text-align: center; border-bottom: 1px solid black;">To</th> <th style="border-bottom: 1px solid black;"></th> <th style="border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Part-time <input type="checkbox"/> Full-time</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Part-time <input type="checkbox"/> Full-time</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>		Employer	Dates Employed		Employment Status	Critical Shortage Position?		From	To			_____	_____	_____	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8. Current Critical Shortage Bus Driver Position Information Annual Contract Salary: \$ _____ Hire Date: _____																					
9. Retiree Certification I certify that the information above is accurate. I understand that falsification of this information could result in the loss of VRS retirement benefits during my time of employment. I meet the following requirements: <ul style="list-style-type: none"> • I did not: 1) retire with a reduced VRS benefit under an early retirement incentive program (ERIP), 2) retire under the Transitional Benefits Program or the Workforce Transition Act (WTA) with an enhanced monthly VRS benefit, or 3) retire on VRS disability retirement. • I have had a complete break in service, including part-time employment, from all VRS employers for at least 12 consecutive months. • Prior to my VRS retirement date, I had no pre-arranged employment commitment, either verbal or written, to return to work in any capacity with a VRS employer. • I have been assigned to work in a critical shortage bus driver position as defined by the <i>Code of Virginia</i> and I understand this position is contingent on it being identified as a critical shortage position and that it may not qualify as a critical shortage position in the future. • I understand that I will not receive VRS service credit for this time period, nor will it change my future retirement benefits. 																					
_____ Retiree Signature	_____ Date																				
10. Employer Certification I certify that this individual will work in a critical shortage bus driver position as defined by the <i>Code of Virginia</i> . This position may not qualify as a critical shortage position as defined by the <i>Code of Virginia</i> in the future and no pre-employment commitments, either verbal or written, were made with this individual prior to his or her VRS retirement date.																					
_____ Authorized Employer Representative Signature	_____ Date																				
_____ Authorized Signer's Printed Name																					



COMPLETING THE CERTIFICATION OF ELIGIBILITY FOR CRITICAL SHORTAGE BUS DRIVERS

Virginia Retirement System (VRS) retirees who are hired into critical shortage bus driver positions may continue to receive VRS retirement benefits if certain eligibility requirements are met. After you complete this form, submit it to your employer for certification. Your employer must send the form to VRS at the time you are initially hired and each year thereafter by September 1.

To be eligible:

- You must be receiving a monthly VRS retirement benefit;
- You must not have retired from the State Police Officers Retirement System (SPORS), the Virginia Law Enforcement Officers Retirement System (VaLORS), or the Judicial Retirement System (JRS);
- You must be hired into a designated critical shortage bus driver position as defined by the *Code of Virginia*;
- You must have had a break in service for at least 12 consecutive months during which you did not work in any full-time, part-time or volunteer position, including coaching and substitute teaching, with any VRS-participating employer, or working for a contractor with any VRS-participating employer;
- You must not have: 1) retired with a reduced VRS benefit under an early retirement incentive program (ERIP), 2) retired under the Transitional Benefits Program or the Workforce Transition Act (WTA) with an enhanced monthly VRS benefit, or 3) retired on VRS disability retirement;
- Prior to your VRS retirement date you must not have had a pre-arranged commitment, either verbal or written, for post-retirement employment in any critical shortage position.

Retiree Responsibilities

When completing the form:

- In Box 5, enter the name of the employer for which you worked at the time of your VRS retirement.
- In Box 7, enter information about all positions you have held with VRS-participating employers since your retirement. (Additional employment history may be provided on a separate page if needed.)
- In Box 8, enter your hire date for the critical shortage bus driver position and your annual contract salary.
- After completing the form, carefully read the certification statements in Box 9, sign and date the form.
- After you have signed and dated the form, submit the form to your employer for certification.

Employer Responsibilities

- Verify the information entered by the retiree.
- Read the employer certification statement, sign and date the form.
- After completing the certification, send the form to VRS.