

Notice of ORP Eligibility

Dear _____:

Date: _____

Welcome!

I am pleased to tell you that as a new _____, you are eligible to choose your pension coverage from the Commonwealth's two retirement plans:

- The ***Optional Retirement Program*** (ORP), and
- The ***State Employees' Retirement System*** (SERS).

You must select one of these programs during your ninety-day Enrollment Period, which begins _____, and ends _____.

I have enclosed an informational package to help you choose between these two retirement plans. The package includes a booklet which compares basic features of both programs.

Additional information about the ORP is available through the Plan Administrator. The State Retirement Board can answer your questions about SERS. Information on how to contact both agencies is included in your package.

Information about the four Providers under the ORP is included in this package. The four companies are: Fidelity Investments; Lincoln Financial; TIAA-CREF; and VALIC Retirement.

Your retirement benefits are an important part of your overall compensation package with the Commonwealth, and your choice of coverages is irrevocable. Therefore, you should exercise great care in selecting the plan that best suits your needs.

Please confirm your receipt of this notice by signing below, and returning the original to me. Remember to keep a copy for yourself.

Sincerely,

Benefits Administrator

Enclosures

(Employee's Signature)

(Date)

(July 2010)