



SCERS

SACRAMENTO COUNTY
EMPLOYEES'
RETIREMENT SYSTEM

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PURCHASING PUBLIC SERVICE PACKET

(Revised August 2022)

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Eligibility Notice to Members

The right to purchase public service credit with SCERS is applicable only to those employees of a SCERS membership employer for whom the governing body has adopted a resolution making such provisions available. On May 13, 2003 the Sacramento County Board of Supervisors adopted a resolution making such provisions applicable June 29, 2003 for Sacramento County employees who are SCERS members. For employees of any of SCERS membership employers other than Sacramento County, the provision will not be applicable until and unless a similar resolution is passed by that employer's governing body.

**SACRAMENTO COUNTY EMPLOYEES' RETIREMENT SYSTEM
INFORMATIONAL BROCHURE
ACQUIRING VERIFICATION FOR
PURCHASING OF PUBLIC SERVICE CREDITS**

General Information

Effective June 29, 2003, the Sacramento County Board of Supervisors adopted a resolution making the provision to purchase public service credit effective for Sacramento County employees who are SCERS members. For employees of any of SCERS membership employers other than Sacramento County, the provision will not be applicable until and unless a similar resolution is passed by that employer's governing body.

Agreements relative to rights to purchase public service credit essentially follow the guidelines set for such purposes in a prior offering in 1975-1977, with the exception of the requirement in the prior offering for a member to have made an "election" and the "Notice of Election" form to have been filed with SCERS during the period 1975 to 1977.

SCERS members are permitted to "elect" to purchase eligible public service credit at any time prior to their actual retirement date.

General Policy

The following guidelines apply:

1. Under no circumstances can more than four (4) years be purchased with SCERS.
2. An election form to purchase will be required at the time of the actual purchase.
3. A member may take up to five years to complete purchase of all eligible public service credits once the first initial payment is made.
4. A member may purchase service credit for verified service in one or more of the following agencies:
 - Federal Military Service.
 - Federal Civilian Service.
 - State of California.
 - Any City or County in California.
 - Any Public Corporation, municipal corporation or public district situated in whole or in part within the County of Sacramento.
5. Public Service Credits may not be used for purposes of meeting minimum service credits requirements for service or disability retirement or certain death benefits.
6. If service in any entity was covered by a retirement system into which "redeposit" can be made (with full rights of reciprocity, including "final compensation") then a member cannot purchase such service credit as public service credit with SCERS.
7. Members CANNOT be receiving, or be eligible for, "Retirement Pay" in the entity which is the origin of the credit for Public Service.
8. If a member, after purchasing public service credit, becomes eligible to receive a pension from the public entity for service in such entity, the member must be refunded public service contributions and service credits adjusted in the member's account.

Other Information & Guidelines

Those retiring will have priority processing over those not retiring.

Included in this brochure is information to enable interested members to acquire necessary verifying documents in order to be prepared to request cost estimates, if so desired.

Verification Documentation

Actual service as basis for public service credit purchases must be verified by the public entity concerned.

For entities other than federal military, members should request information from such entities.

Such request should include:

- A. Dates of service
- B. Entity in which served
- C. Member social security number or other identifier
- D. Member birth date
- E. Any other name under which you have worked.
- F. Verification of full or part-time service.
- G. Number of hours paid.

For convenience, included on page 7 is a form that can be used when dealing with a public entity other than military.

Members who need to obtain copies of their military papers should do so immediately. According to information located on their website, the National Archives and Records Administration facility currently has a backlog of over 200,000 requests and receives approximately 5,000 requests daily. Routine requests for separation statements require 5 weeks servicing. The average turnaround time on requests is currently 14-16 weeks.

Federal law requires that all requests for federal information be submitted in writing and must be signed and dated. Members should also request a statement indicating that the member is NOT entitled to receive a pension from that entity or a retirement system associated with that entity based on the service period(s) when requesting the records from an entity.

Members who need to obtain copies of their military papers should do so immediately through the National Archives and Records Administration using Standard Form (SF) 180, as their processing time may take longer than 90 days. Visit archives.gov/veterans/military-service-records/standard-form-180.html for more information. The form may also be filled out online at vetrecs.archives.gov or downloaded from scers.org.

If requesting military service, SCERS will require the first three documents on the following list:

- Copy of separation form DD214
- Copy of Certificate of Discharge (if not included on DD214)
- Copy of entitlement from the General Administration Center* (or Certification of Lack of Eligibility Form)
- Copy of Points Register

If requesting reserve service, SCERS will require the last two documents from the list above.

*SCERS will accept certification from members who were in the military and based upon the orders would not be eligible to receive a pension. For convenience purposes, included on page 5 is a certification form.

Submitting Information to SCERS

SCERS requires that requests to purchase additional service credit must be in writing.

Members should submit a written request to SCERS. The request should contain:

Name
SSN or PIN
Daytime Telephone #
Mailing Address
Type of purchase requested
Dates of Purchase requested
Signature
Date

The written request should not be submitted to SCERS until the Certification of Public Service form has been returned to the member from the former public entity. **The certification form must accompany the written request.**

SCERS Response

Only written request will be accepted, no verbal request will be accepted.

Once received, members will be provided with an acknowledgement letter and a pamphlet concerning purchasable service. The request will then be assigned to a counselor.

If the certification records are incomplete, the request will be returned to the member and not assigned to a counselor for calculation.

If all certification records are included, the counselor will calculate the cost. After calculations are complete, the member will be provided with the cost of the purchase and an election form with purchasable options.

Calculations will be done based on first received with the exception of members retiring. Members who have submitted both a purchasable service requests and a service retirement application will have priority processing.

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Sacramento County Employees' Retirement System
980 9th Street, Suite 1900
Sacramento, CA 95814
Phone: (916) 874-9119
Fax: (916) 874-6060
Web: www.scers.org

**CERTIFICATION OF LACK OF ELIGIBILITY
Federal/Military Service Only**

The Sacramento County Employees' Retirement System ("SCERS") will accept this completed form as evidence of your lack of eligibility for Federal retirement benefits as a result of previously military service. Please complete and sign the following:

- I hereby certify that my military service does not qualify me to receive federal retirement for my service time.
- I am not eligible, nor do I plan to receive any federal retirement for the period of military service for which I am claiming public service credit.
- I am not currently receiving disability benefits for this military service time.

I certify that the above statements are true.

Printed Name

Signature

Telephone number

Date

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CERTIFICATION OF PUBLIC SERVICE

Part 1 Member Information (to be completed by member)

Name	SSN	Date entered SCERS		
Address		City	State	ZIP
Name of former Public Entity Retirement System	Address	City	State	ZIP
Former Public Entity	Address	City	State	ZIP

I am currently a member of the Sacramento County Employees' Retirement System ("SCERS"). I intend to request a cost from SCERS to purchase public service credit based on employment under your agency from _____ to _____. SCERS does not allow credit for service time in another public agency plan if such service can be purchased with that public entity and the purchase would entitle the individual to a current or future benefit from that plan.

Respectfully,

Requestor Signature Date

Please forward this form to your former retirement system or employer for completion of part 2 before returning to SCERS.

Part 2 Retirement System or Employer Certification (to be completed by member's former retirement system or employer)

Employee History

Period of Employment: From (month/day/year) _____ To (month/day/year) _____ AND From (month/day/year) _____ To (month/day/year) _____

Position Type: Seasonal Limited Term On-Call Intermittent Permanent

Position Time Base: Full-Time Total Time Worked: _____
(Number of years – number of months – number of days)

Part-Time Total Time Worked: _____
(Total number of hours)

Is this member entitled to a current or future retirement benefit based on this service? Yes No
Is this member retired/retiring from your system? Yes No
Is this member eligible to purchase/redeposit with full reciprocal rights in your system? Yes No

I hereby certify that the above information is true and correct.

Printed Name Signature Date

Title Agency Phone Number Fax Number

Note: It is important that all the information in Part 2 be completed, otherwise the form will be returned.

Please return the form to the address listed below.

Sacramento County Employees' Retirement System
980 9th Street, Suite 1900, Sacramento, CA 95814