



## County Employees' Retirement Fund

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# Clerk Bulletin

## June 2017

### Postcards Mailed

CERF has mailed postcards to all members, announcing the Board has approved the 2017 match for contributions made to the voluntary 457 plan. Once again, the match will be 50 cents on the dollar, up to the first 6% of gross annual salary.

CERF also mailed postcards to retirees and beneficiaries, announcing Board approved the full cost of living allowance (COLA). Pension recipients who have been receiving a pension since at least July 2016 will see the full 1% increase reflected on their July payment.

### Uploading Supplemental Files

Did you know that forms typically faxed to CERF can instead be uploaded electronically through the County Portal? Forms such as driver's license and beneficiary forms should be uploaded with the enrollment form during submission. Other forms, such as the Form 2V, Form 2B, certified payroll, etc. can be uploaded in CARS using the Upload Supplemental Files option under "County Information" on the left-hand navigation section. Please note that an automatic notification is not sent to CERF when this option is used; therefore, once you upload your documents, please send your Benefits Specialist or Accounts Representative an email.

### Updated Clerk Handbook

CERF has updated the County Clerk Handbook. We mailed the new contents to counties unable to attend the recent CARS training sessions. Counties attending received their new contents in person. We have also designed a laminated CARS procedures guide, which should be an easy reference sheet. That guide is included with the new handbook contents.

### Some Forms Removed From Website

The following forms have been removed from the CERF website since they should be submitted via CARS: Form 2N, Form 4, Form M, Form SE, Form SV, Form DE. Also, Form 2A has been updated on the website.

### CARS Training Attendance

Thanks to all who participated in CARS training in June. Twenty-seven counties sent representatives to CERF headquarters in Jefferson City for onsite training; 13 registered for the webinars. We hope everyone found the training helpful. Let us know of future topics you would like to see addressed.

The CARS training is available as a webinar on our website, [www.mocerf.org](http://www.mocerf.org). Just click on the Clerk Training Webinar link on our home page. If you were unable to attend, or if you just want a refresher, we invite you to listen. It's broken into four presentations. The webinar is presented via YouTube. If you are unable to view it, contact your IT department, as the site may be blocked on your computer.

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## **A Good Suggestion!**

During CARS training this week, Mary Lou Newman-Teel of Jasper County had an excellent suggestion. She said that before entering any information for an existing employee, she first checks Participant Information in the CARS system to see what CERF has about that individual. That way, she knows if information she is entering is already in the system. Thanks for sharing the good advice, Mary Lou!

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