

**EMAIL MESSAGE – February 3, 2020**

**TO:** Certifying Officers, All Funds

**FROM:** New Jersey Division of Pensions & Benefits

**SUBJECT: Workers' Compensation Carrier Information Required To Complete Accidental Disability Retirement Certification**

The New Jersey Division of Pensions & Benefits (NJDPB) is sending this notice to clarify the procedure for submitting the *Certification of Service and Final Salary* for members who apply for Accidental Disability Retirement and are receiving Workers' Compensation benefits.

When a member applies for Accidental Disability Retirement and is receiving a periodic Workers' Compensation benefits, the employer must indicate the Workers' Compensation Carrier's name and address on the certification that is submitted through the Employer Pension and Benefits Information Connection (EPIC) for each Accidental Disability application.

Since members that are approved for Accidental Disability and receiving a Workers' Compensation benefit after the date of retirement will have a dollar for dollar offset in their retirement benefit, it is important to provide the Carrier's information so that the offset can be calculated. If the Carrier's information is not provided, it can result in the member's retirement check being withheld and possibly suspended pending receipt of this necessary information. To prevent unnecessary hardship to the retiree, please make certain this information is included on every *Certification of Service and Final Salary* for Accidental Disability Retirement to ensure members receive timely retirement payments.

In addition, if an employee is approved for Accidental Disability Retirement and a Workers' Compensation claim is pending before or after the date of retirement, or if a Workers' Compensation claim is reopened, the employer must provide a copy of the award letter to the NJDPB as soon as the case is awarded, settled, or closed. Award letters and supplemental Accidental Disability Retirement documentation should be mailed to:

New Jersey Division of Pensions & Benefits  
Attention: Quality Control - Retirement Bureau  
P.O. Box 295  
Trenton, NJ 08625-0295

**CERTIFICATION ACCESS AND ASSISTANCE**

Information on how to assign access to EPIC applications along with help using EPIC can be found on our website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

For additional questions or assistance, please contact the NJDPB Office of Client Services at 609-292-7524 (select prompt #3 for the Employer line), or send an email to: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

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