

What Steps Do I take to Retire from KCTCS?

Notification of Intent to Retire

- You must notify your college within 3 months of your retirement date
 - KCTCS related policies can be found in Appendix A-page 24
- Your college will notify KCTCS System Office Human Resources of your intent to retire and the date
- The System Office Human Resources/Benefits department will contact you with details of the effect of your retirement on your benefits as well as details regarding your Retiree Health situation including:
 - Your contribution amount to be billed
 - Over age 65, you will receive materials for enrollment in the Medicare Eligible plan.
 - If you have coverage on your spouse and/or dependent, appropriate forms and information will be forwarded regarding their continuation of coverage either under your early retirement plan or their own plan should you be covered under the Medicare eligible plan
- If you are age 65 or over or within 3 months of turning 65 at your retirement, you should contact the Social Security Administration to sign up for Medicare (see Medicare section page 12)
- If you wish to begin drawing your Social Security Benefits, you will need to contact the Social Security Administration (see Social Security section page 10)
- The System Office Benefits department becomes your administrator for Human Resources/Benefits issues. They will provide you with:
 - Open enrollment materials and notifications
 - Information on plan changes
 - Material when you or a covered spouse will turn 65 and must enroll in the Medicare Eligible plan