

## City College of San Francisco (CCSF)/San Francisco Community College District (SFCCD) RETIREE BENEFITS & ELIGIBILITY for FULL-TIME AND PART-TIME FACULTY

### Full-Time Faculty

For current full-time faculty members who are eligible to retire from CCSF and enrolled in medical coverage through CCSF, please read this information.

- Begin your retirement planning process by contacting the CCSF Benefits Unit to request a **full-time faculty retirement packet** and make a retirement planning appointment with the CCSF Benefits Analyst and by doing the following:
  1. Review the *Retirees Benefits Guide* at [www.sfhss.org](http://www.sfhss.org).
  2. If you or your spouse are **65 years of age or older**:
    - Enroll in Medicare with the Social Security Administration prior to retirement in order to obtain retirement benefits through SFHSS. You are required to enroll and have Medicare Parts A & B in place **before** your retirement date or you will face a penalty from Medicare.
    - Before applying for Medicare Parts A & B, request that the CCSF Benefits Analyst or the SFHSS Member Services Analyst complete a *Request for Employment Information* form to verify your medical coverage. Note: If the spouse is enrolled as a dependent of your active employee medical coverage, verification of the coverage will be handled by SFHSS.
  3. Before your retirement planning appointment with the CCSF Benefits Analyst, fill out all forms from the retirement packet. Bring your paperwork to the meeting.
  4. Complete the *Full-time Faculty Retiree Application to Continue Medical &/or Dental* form and submit it to the CCSF Benefits Analyst for signature.
  5. Bring all CalSTRS (California State Teachers Retirement System) paperwork as well as the signed *Full-time Retiree Application to Continue Medical &/or Dental* form to SFHSS during normal business hours. Meet with a SFHSS Member Services Analyst in person for counseling on retirement benefits and the correlation with Medicare Parts A & B. *NOTE: There is no processing by phone, email, or fax.*
  6. You need to submit your completed retirement application to CalSTRS directly.