

Submitting Health Benefits Applications Electronically

Those active, in-service Department of Education participants who plan to retire this spring and summer are required to do so electronically. There is no provision for in-person, face-to-face submission of documents at this time.

The first step in retiring is to submit documents to the Teacher's Retirement System, TRS, to apply for your pension. Please follow the procedures in the posting "A Message to Members Retiring Within 90 Days" located on the CSA website, www.csa-nyc.org.

When TRS accepts your documents, they will email you a "TRS Receipt" showing your name and date of retirement. **THIS DOCUMENT IS REQUIRED WHEN APPLYING FOR HEALTH BENEFITS AND WELFARE FUND BENEFITS.**

You must file a **Health Benefits Application** form and copy of the TRS Receipt to continue health benefits as a retiree.

You must file a **CSA RETIREE WELFARE FUND ENROLLMENT FORM** and copy of the TRS Receipt to obtain Retiree Welfare Fund Benefits.

These forms available on the Welfare Fund Website, www.csawf.org.

Please complete both forms and email each, with a copy of your TRS Receipt to enrollment@csawf.org for review. In "normal times" we ask that you stop by so we can review the documents, and will perform the same service electronically and notify you when all is correct.

Once the documents have been reviewed, please email the **TRS Receipt** and **Health Benefits Application** to the Department of Education health and Welfare office at HRConnectbenefax@schools.nyc.gov.