

## **Checklist to enroll in retiree health insurance:**

- File for retirement with NYSLRS
- If you do not yet know your length of service you should email Theresa Valentine ([tvalentine@dutchessny.gov](mailto:tvalentine@dutchessny.gov)) and Kathi Zahorsky ([hzahorsky@dutchessny.gov](mailto:hzahorsky@dutchessny.gov)) Only your length of service with Dutchess County and Dutchess Community College counts toward your length of service for health insurance purposes
- If you or a dependent are Medicare eligible or will be Medicare age when you retire you must sign up for Medicare. To do so please request a Medicare form, for each person that will be Medicare age.  
Email [Riskmanagement@dutchessny.gov](mailto:Riskmanagement@dutchessny.gov) and allow 2 business days for a reply. Upon return of the Medicare form you must apply for Medicare Part A and B to be effective the first of the month following your last day worked. You should do this as soon as the form is returned to you.
- Complete the ACH and Emergency Contact forms
- Complete the Health Insurance selection form
- Send an email to [Riskmanagement@dutchessny.gov](mailto:Riskmanagement@dutchessny.gov), with **your name and retirement date in the subject line**. Please attach the ACH form and a voided check, the Emergency Contact form and the Health Insurance Selection Form. We will contact you with the amount needed to pay for the first month's premium.
- Upon receipt of your Medicare card, send a copy to [Riskmanagement@dutchessny.gov](mailto:Riskmanagement@dutchessny.gov), please put **your name and retirement date in subject line**.
- If your retirement date is less than 15 days away and you have not heard from us, please reach out and speak to someone in Risk Management.
- If your retirement date is less than a week away and all steps above have been completed and you have not heard from our office through email or a phone call that you are all set for retirement please give us a call.