

Louisiana Sheriffs' Pension & Relief Fund

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TO: New Enrollees
FROM: Osey McGee, Jr., Executive Director
SUBJECT: Membership in the Fund

Enclosed are forms relating to membership enrollment in the Sheriffs' Pension and Relief Fund. Please return the forms promptly since we must receive your physical examination within 30 days of the date of the examination. Included in this packet are the membership enrollment and physical examination forms.

The physical examination form is separated into two sections: the medical history section, which you fill in and take to the physician who performs your examination; and the physical examination section, which the physician completes. Both sections are very detailed and need careful attention to be sure all areas have been properly completed.

Forms received that have **unanswered areas** will be returned for the missing information to be provided. This slows down the member enrollment process and **keeps the member in "pending" or "limited" status** until all forms have been properly completed, received, processed and approved (see Enrollment Affidavit).

Once all forms have been approved, you will receive a letter advising you of your active status. A *Member Handbook* will be issued which explains benefits of membership in the Sheriffs' Pension and Relief Fund including:

- Protection for yourself in the event you become disabled as a result of injuries sustained in the line of duty
- Protection for your family in the event of your death as a result of injuries sustained in the line of duty
- Retirement, non job-related disability retirement, survivor benefits, and other vested benefits

Member contributions are remitted monthly to the Pension Fund by your sheriff's office. You will receive an annual statement listing your accumulated member contributions to the Fund and your estimated creditable service. Please keep this statement with your other important documents and replace it with the annual updates.

If you are married during all or a portion of your employment in a sheriff's office, the member contributions submitted on your behalf during the marriage, up to the date of filing for divorce, are considered community property. Once you become "vested" for retirement benefits, other community property rules may become applicable in regard to the former spouse's community interest in your pension.

We are here to serve you, the member. Please feel free to communicate with our office when you need assistance or have any questions regarding your membership and/or benefits. Thank you.