

## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: 2018 Disability Data

DATE: December 24, 2018

In order to make an accurate determination on the statutory limit of your member's post retirement earnings as a disabled public retiree, we need to maintain an accurate and current disability retiree database. We respectfully request that you review the list of your board's disability retirees in Prosper, and make all necessary status changes that occurred in the **year 2018**. These changes should be made when a member is deceased, confined to a nursing home, has waived his/her allowance, has returned to active status, and/or has had a change of address.

To locate the list in Prosper you will need to enter through the Members tab, select Member Update, and then after clicking on Export Member Info, a CSV file is created. This file should be updated and sent back to PERAC. You may return it by email to [SEKing@per.state.ma.us](mailto:SEKing@per.state.ma.us), or fax to 617-628-4414, or by mail.

In the member tab, select the Member Update then Export Member Info



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If you are changing an address please indicate so by highlighting or bolding the change. If you indicate a member is deceased, you will be able to enter the date of death, and upload the death certificate or obituary by searching for the member in Prosper. If a member has a Power of Attorney we will also need a copy of the POA document, including the mailing address of the POA.

Please note, due to Chapter 176 of the Acts of 2011, certain disability retirees no longer need to file the Annual Statement of Earned Income. As a result, you will notice your report will soon show who has filed an Affidavit, and who has been approved for a waiver. You may also notice a member may have a Special Status such as Waived, Modified, Nursing Home, or Special Act. If any of these Statuses are incorrect or need to be adjusted, please comment next to such member.

If any member is missing from the list, please add them at the bottom of the list with a comment. It is imperative that all information be returned to PERAC no later than **January 25, 2019** to ensure accuracy in our member database prior to our mailing of the 2018 Annual Statements of Earned Income (91A), which traditionally takes place in February.

Thank you for your continued cooperation in this matter.