

MEMORANDUM

TO: D.C. Public Charter Schools Leaders

FROM: District of Columbia Public Charter School Board

RE: Guidelines for Compliance with D.C. Code § 38-1802.07(a) and (b) - Former DCPS Employee Teachers' Retirement Plan Participation

1. Determine whether any new employee of your school was previously an employee of DCPS covered under the Teachers' Retirement Plan and is eligible to continue participation in the DC Teacher's Retirement System by using the *Continuation of Participation in Teachers' Retirement Plan Form* (see **Eligibility Requirements document**).
2. If the employee is eligible to continue participation due to an extended leave of absence (LOA) from DCPS, the employee remains in the Teachers' Retirement Plan and does not have to sign an election form. If the employee is eligible to continue participation due to termination of employment from DCPS, the employee must be notified of his/her option to elect to remain in the Teachers' Retirement Plan or participate in the charter school's retirement system.
3. If the employee was previously an employee of DCPS not covered under the Teachers' Retirement Plan, the employee must be notified of his/her option to elect to remain in the current DC retirement system the employee is enrolled in or participate in the charter school's retirement system.
4. Collect employee's signed *Continuation of Participation in the Teachers' Retirement Plan* or *Continuation of DC Sponsored Other Retirement Plans Form* and supporting documentation. Please give a copy of the *Participation in the Teachers' Retirement Plan Form* to employee, DCPS, and the District of Columbia Retirement Board (DCRB) and maintain a copy in the employee's personnel file.
5. For employees who continue participation in the Teachers' Retirement Plan, the charter school should calculate employee's pre-tax salary deduction rate and withhold at appropriate rate (7% for employees hired by DCPS prior to Nov. 16, 1996, or 8% for those hired on or after that date). **Note:** Employees on LOA to work at a charter school are not required to make salary deductions for first 6 months of approved LOA in any one fiscal year. The charter school covers this contribution in addition to its matching contribution.

An adjustment to the employee's salary deduction may need to be made to capture any missed contributions during the initial 90-day participation period. The employee should be informed of any adjustment.

Employee Plan contributions are treated as 414(h)(2) employer picked-up contributions and are made on a pre-tax basis. The Teachers' Fund cannot return mistaken contributions to the employee. Mistaken contributions (employee or matching charter school contribution) can only be returned to the charter school within one year of the mistaken contribution. Any overpayments will be credited towards future contributions from the charter school.

6. The charter school's matching contributions will be allocated at the District of Columbia Retirement Board's actuarially determined annual rate provided annually to the charter school each October 1st.
7. The charter school shall transmit employee and school matching contributions to the D.C. Retirement Board's Charter Schools account; contributions are transferred each pay period.

JULY 2014

Electronic transfers should go to:

Citibank Bank ID#: 591
Account #: 30918939
ABA #: 021000089
Account name: DC Government Charter School
Reference line should read "Charter Schools DCRB"

Check transfers should go to:

Please make check payable to: The D. C. Treasurer
Account Name: DC Government
D.C. Office of Finance and Treasury, attn: Merzie W. Davis, Financial Manager
1101 4th Street, SW, Suite 850W
Washington, DC 20024

8. The charter school shall submit certification of transfer (*Payroll Report of Withholding for Public Schools Employees Form*) to the Office of Finance and Treasury (OFT), D.C. Office of the Chief Financial Officer (OCFO) within five (5) business days after each contributions transfer.
8. The charter school shall submit calendar year salary history (see *Calendar Year Report of Contributions of Public Charter Schools Employees Form*) for all participating employees to the OCFO by January 20th of each year.

*** Please contact the D.C. Public Charter School Board at 202-328-2660 or dcpublic@dpcsb.org if you have questions or need copies of forms mentioned above. ***