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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 06-004

TO: All CRT Employees

FROM: Mary V. Gloston ^{MVG}
Human Resources Director

SUBJECT: 2006 Pre-Retirement Education Program (PREP)

DATE: January 23, 2006

The Louisiana State Employees' Retirement System (LASERS) offers Pre-retirement Education Program (PREP) Seminars to assist active members in preparing for retirement. The LASERS Staff conducts all PREP Seminars. PREP Seminars address topics such as eligibility requirements for retirement and benefits, Initial Benefit Option (IBO), survivor benefits, Deferred Retirement Option Plan (DROP) and purchase of service credit. Representatives are also available from the Social Security Administration and the Louisiana Office of Group Benefits.

For the convenience of LASERS members throughout the state, the new 2006 LASERS PREP Seminar Schedule and application are available on the LASERS website.

Members can download an application and/or schedule from the "Seminars" section of the LASERS website, <http://www.lasers.state.la.us/projects/Seminars/index.aspx> or complete an electronic PREP Seminar application to be automatically submitted online. The new Seminar Search now gives LASERS members the ability to locate and register for PREP and Self-Directed Plan Seminars statewide.

Space is limited, so registrations are on a first come, first serve basis.

Please remember to contact the Human Resources office within 90 days of your planned retirement date to ensure that your documents are correctly completed. If you have any questions, please contact Kathy Merrill at (225) 342-1675 in the Human Resources Office.

Please make this information available to all of your employees.

MVG:CM:cm

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