



## Retirement

1. Contact the WV State Retirement Board for your Retirement packet and estimate of your Retirement.
2. Contact Holly Hess and HR to set up an Appointment. *Remember to ask about the PEIA, Dental and Vision plans.*
3. Submit letter of intent to retire to the Human Resources Office. Please state in your letter if you would like to be placed on the Substitute list.
4. Retirement is put on the Board Agenda for approval.
5. After Board approval, contact Holly Hess.

**West Virginia Consolidated Public Retirement Board**  
**1-800-654-4406 or 304-558-3570**

**Benefits (Including Insurance)**  
**304-291-9210**  
**Holly Hess**

**Human Resources**  
**304-291-9210**  
**Jennifer Caradine**

**Human Resources**  
**304-291-9210**  
**Robert DeSantis**