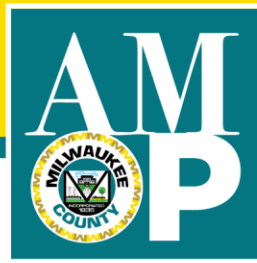


02.06.06 Pension Domestic Relations Order Process



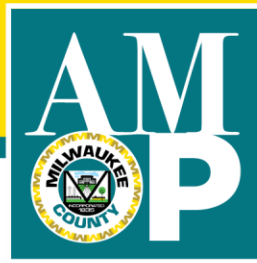
Why This Procedure Is Important

To document Milwaukee County's procedure regarding the Pension Domestic Relations Order process, which will equip Milwaukee County Employee Retirement System members with the knowledge of what to expect when going through a divorce, an order to pay child support, or an order to pay alimony payments and how that may affect their pension benefit from the Employees' Retirement System (ERS). This Procedure will explain how a member's pension benefit can be divided and allocated to an alternate payee when certain requirements are met. This AMOP is intended for Milwaukee County employees hired before January 1, 2025, who are eligible for membership in the ERS.



To Whom Does This Procedure Apply?

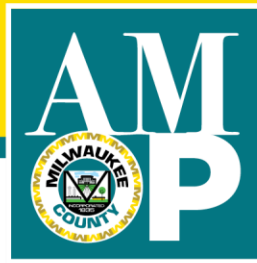
All Milwaukee County ERS pension-eligible employees hired before January 1, 2025



Here Is What the Procedure Says:

Contact RPS if you are going through a divorce or will be required to pay child support or alimony through the pension

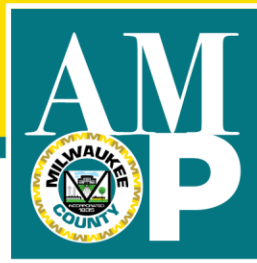
- Members should contact RPS at 414-278-4207 to indicate that they have or are going through a divorce or will be required to pay child support or alimony and that a division of pension benefits may occur.
- RPS will inform the member of the necessary steps and will provide a copy of Pension Board Rule 1017, as well as a copy of a model PADRO that can be used as a template when the member's and alternate payee's attorneys draft the PADRO.
- It may be beneficial to request an estimate of the member's pension benefit to assist in dividing the pension benefit.



Draft PADRO and Provide a copy to RPS

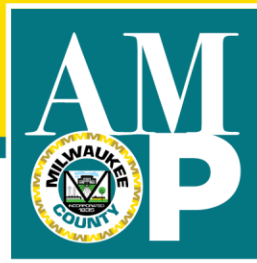
- Using the model PADRO and Pension Board Rule 1017, that both describe the requirements of a PADRO under Milwaukee County Ordinance, a member, the alternate payee, and/or their attorneys will draft an order to divide the benefits payable to a member from the retirement system.
- The PADRO will need to be filed with the court that has jurisdiction over the divorce, child support, or alimony.
- Once the PADRO has been filed with the court, members should mail a certified copy to the following address:

Milwaukee County RPS
Courthouse Room 210-C
901 North 9th Street
Milwaukee, WI 53233



PADRO Review and Approval by RPS

- RPS and Legal Counsel will review the certified PADRO that has been signed by and filed with the court, for its completeness and validity under Milwaukee County Ordinance.
 - Once the PADRO has been determined to be valid by RPS and Legal Counsel it will be considered approved.
- If it is determined that a PADRO is **not** valid, RPS will notify the member, alternate payee, and their attorneys detailing why the PADRO was rejected. This correspondence will describe what needs to be changed or added for the PADRO to be considered valid.
- If it is determined that a PADRO is valid and qualified, RPS will send a letter 1) telling the recipients that the order has been qualified, and 2) providing its interpretation of the order so that all parties understand how the benefits will be divided.
 - This letter is important to retain, particularly if retirement has not yet occurred, so that all parties understand what to expect when they reach retirement age.



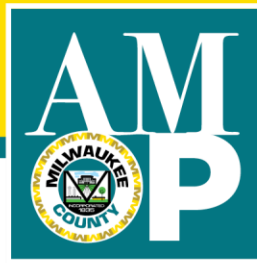
PADRO Calculation and Benefit Division

- After the approval and qualification of the PADRO, a calculation will be completed for the pension benefit division between the member and alternate payee.
- If the member is retired, this division will occur as soon as administratively possible. Payments to the alternate payee will occur in accordance with the date stipulated in the PADRO. Payments to the member will also be reduced at the same time.
- If the member has not yet retired, their benefit will be calculated and divided with the alternate payee when the member requests to retire from ERS. At that time both the member and alternate payee will be mailed election kits to begin their respective benefits from ERS.
 - The PADRO may not require the system to make payment to an alternate payee on behalf of the member prior to the date the member begins receiving pension benefits.



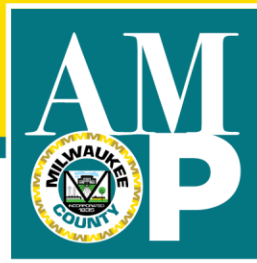
Quiz Questions?

After reviewing the Procedure, you will be asked the following questions to complete the training:



True of False

A Domestic Relations Order (“DRO”) is deemed a Plan Approved Domestic Relations Order (“PADRO”) when it is filed with the court that has jurisdiction over the divorce, child support, or alimony.



According to Milwaukee County Ordinance, **PADROS** must contain all the following information **EXCEPT**:

- A. *The name, last known mailing address, and social security number of the member and alternate payee.***
- B. *A requirement to provide an alternate payee or member with any type or form of benefit, or any option, not otherwise provided under the plan.***
- C. *The number of payments or time period to which the order applies.***
- D. *The dollar amount or percentage of the benefit to be paid to the alternate payee.***



True of False

According to Milwaukee County Ordinance, a PADRO may not require the system to make payment to an alternate payee on behalf of the member prior to the date the member begins receiving pension benefits.