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## HUMAN RESOURCES MEMORANDUM NO. 03-020

February 10, 2003

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** LASERS PREP Seminars/DROP Reminder

The **Louisiana State Employees= Retirement System (LASERS)** offers Pre-retirement Education Program (PREP) Seminars to assist active members in preparing for retirement. All PREP Seminars are one day in length and free of charge. Space is limited, so registrations should be made early.

Regular PREP is for members with more than 10 years of service and PREP-TO-START is for members with less than 10 years of service. These seminars are designed to help employees understand retirement issues and prepare for actual retirement. All seminars will include information on legal affairs, estate and financial planning, health insurance, the Deferred Compensation Program, retirement benefits and the DROP program.

Attached is the current schedule of PREP Seminars for the year 2003. An application to attend a PREP seminar is also attached. All completed applications should be sent directly to LASERS. You can also register on-line on the LASERS web site ([www.lasers.state.la.us](http://www.lasers.state.la.us)) under **AHot Topics@** or **APrep.@**

The **Deferred Retirement Option Plan (DROP)** is an optional method of retiring where employees can defer retirement benefits to a special savings account while continuing to work and earn a salary. Members can participate in DROP for up to 36 months, but *must enter DROP within a window that begins on the earliest eligibility date for regular retirement*. Please make the attached LASERS Fact Sheet about DROP available to all interested employees.

Attachments

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