



Board Administration Policy

Age Verification

I. Purpose

- A. To establish guidelines for verifying the age of SJCERA's active and retired members, and their survivors, dependents, and beneficiaries.

II. Birth Certificate Requirement

- A. Upon appointment to a permanent full-time position or opt-in confirmation of elected officers, every employee who is eligible for membership in SJCERA shall submit a legible copy of the employee's birth certificate or, if unobtainable, other proof of age. This requirement shall be in addition to the Membership requirements set forth in the bylaws.
- B. Upon applying for a retirement benefit (including service, disability, or survivor), a legible copy of the birth certificate or, if unobtainable, other acceptable age verification documentation, as identified in Section III of this policy, shall be submitted for the following individuals, if the documentation is not already on file with SJCERA: the member, any survivors/beneficiaries named to receive a continuance, and any dependents named for health insurance coverage.
 1. Benefit payments and health plan enrollment shall not be processed without proof of age.

III. Alternative Acceptable Age Verification Documents

- A. The following alternative documents will be acceptable:
 1. Any one of the following:
 - a) A valid U.S. Passport or passport card issued within the last 10 years
 - b) Valid Real ID compliant driver's license or identification card
 - c) Elementary school age record
 - d) Hospital birth record; or
 2. Any two of the following:
 - a) Valid state-issued driver's license or identification card,
 - b) Marriage record, if age is shown;
 - c) Military record;
 - d) Child's birth certificate showing age of parent;
 - e) Naturalization certificates issued by the U.S. Citizenship and Immigration Services (USCIS).
 - f) Expired U.S. Passport
 - g) Valid non-U.S. Passport
 - h) Valid Employment Authorization Document (EAD) Card (I-766) or valid/expired EAD Card with Notice of Action (I-797 C)

- B. If the member is unable to provide satisfactory Age Verification documentation, as outlined in Sections II and III of this policy, the CEO is authorized to approve alternate documentation based on individual circumstances. In that instance, the CEO shall maintain a record describing the Age Verification procedure for the member and the reason for approval of alternate documentation.

IV. Corrections

- A. In the event acceptable age verification documentation is not available, the birth date provided by the employer will be accepted for actuarial valuation and contribution purposes.
- B. Upon receipt of acceptable age verification documentation, any discrepancy between the documentation received and the birth date reported by the employer, will be corrected by SJCERA.
 - 1. Any re-calculation and correction of over- or underpaid contributions will be processed pursuant to SJCERA's *Correction of Errors and Omissions Policy*.

V. Severability

- A. In the event a conflict between any part of this policy and the County Employees Retirement Law, the Public Employees' Pension Reform Act, or other applicable statute arises, only the conflicting portion and not this entire policy shall be inoperative.

VI. Policy Review

- A. Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board of Retirement in accordance with the bylaws.

VII. History

03/01/2017	Bylaws Amended and Approved by the Board of Supervisors
12/08/2017	Bylaw Section 5.2.B.1. & 2, C & D Converted to Board Policy
06/29/2018	Reviewed, no content changes required; Staff updated format
04/12/2019	Policy Review section amended to at least once every three years
07/12/2019	Amended to allow copies of birth certificates, expand the types of acceptable documentation, grant the CEO discretion to allow exceptions, clarify procedures when no age documentation is on file or there are conflicting birth dates.
07/08/2022	Clarified language; amended alternative acceptable documents
07/16/2024	Clarified Severability definition and amended verification documents

Certification of Board Adoption



07/16/2024

Clerk of the Board

Date

Related Statutes:

California Government Code Sections 31531 and 31526