

San Joaquin County Employees' Retirement Association

FOR THOSE ABOUT TO RETIRE A PRESENTATION OF SAN JOAQUIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION Thursday, December 05, 2024

1:00 – 1:10 <u>Introduction</u>

Speaker: Melinda DeOliveira, Retirement Services Manager,

SJCERA

Topic: Overview of the Day

1:11 – 1:40 <u>37 Act Retirement Benefits</u>

Speakers: Brian McKelvey, ACEO, SJCERA

Melinda DeOliveira, RSM, SJCERA

Topics: Security of investments

Products offered

• Retirement income benefit

Social Security advancement

Disability benefits

Survivors benefits

Death benefits

Service purchases

Cost of living adjustments

Documents for retirement

Direct deposit

Working while retired

1:41 – 1:50 Break

1:51 – 3:00 Health Care Benefits

Speaker: Christine Vega, Personnel Analyst

Human Resources Division Phone: (209) 468-3370

Topics: Four Retiree Health Plans

Out of Area Health Plan Two Retiree Dental Plans One Vision Health Plan For Those About to Retire December 05, 2024 Page 2

Speaker: Yolanda Smith

Topics: Kaiser

Speaker: Juan Barillas Topics: Sutter Health

Questions for Benefits (10 Min)

3:01 – 3:07 Retired Public Employees of San Joaquin County

Speaker: Diane Schultz

Topics: Overview and History of Organization

Purpose Activities

3:08 – 3:35 <u>Deferred Compensation (County) (15 Min)</u>

Speakers: Brenda DeVecchio

Phone: (209) 337-4574

Topics: Why Participate

Interactive Retirement Planner

Your Options

Questions for Deferred Comp (5 Min)

Deferred Compensation (Courts Specific) (4 min)

Speakers: David McCray

Phone: (209) 640-2898

Topics: Asset Allocation & Distributions for Court Retirees

Questions for Deferred Comp (Courts Specific) (4 Min)

3:36 – 4:00 Questions for SJCERA



House Keeping

Click on Q & A at the bottom of your screen

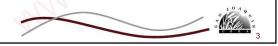
 Please reserve any questions for the end



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Who Should Be Here?

- Targeted for those employees who have reached the age of 50
- · Will be retiring in next year or two



What's in Your Packet?

- · Today's Agenda
- SJCERA Presentation Handout
- 2024 2025 Retirement Pay Schedule
- · Retiree Medical Insurance
- 457 Deferred Compensation/Nationwide



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Today's Schedule

- 1937 Retirement Act
- · County Health Benefits for Retirees
- Retired Public Employees of San Joaquin County
- 457 Deferred Compensation



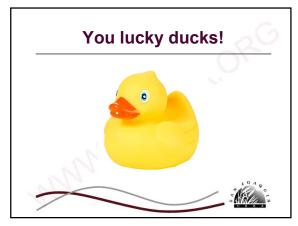
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Today's Presenters

- Melinda DeOliveira
 - Retirement Services Manager
- Ron Banez
 - Retirement Services Officer







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Words from the Wise

- Continue to save in retirement
- Find a new "Friday"
- Enjoy!! You've earned it



We're here for you

- www.SJCERA.org
- contactus@sjcera.org
- If you've got questions, call us (209) 468-2163



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Service Retirement

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Defined Benefit

- Provides a Specific Monthly Benefit Based on a statutory formula
- Paid over your lifetime
- Employer bears the investment risk



Retirement Eligibility Tier 2 Members

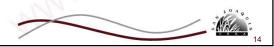
- Hired on or after 01/01/2013
- General Members Age 52 or older with at least 5 years service
- Safety Members Age 50 or older with at least 5 years service
- 3-year Highest final compensation



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Retirement Eligibility Tier I Members

- Age 50 or older with at least 10 years of membership
- At any age with 20 years service for safety members
- · At age 70 or older any years of service



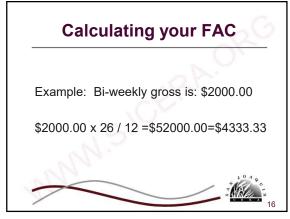
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Retirement Benefit

Your Lifetime Monthly Benefit is Based on Three Factors:

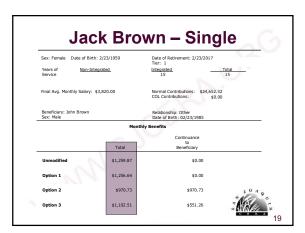
FAC x Service x Age Factor = \$\$





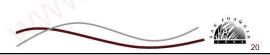
mpatible with the calculate	t Explorer is no longer supporte or.	ou by miorodon, and is
Tier:	Tier 1 v	Tier 1 v
Membership Type:	General	General v
Age at Retirement:	Years: 50 v Months: 0 v	Years: 62 v Months: 0 v
Total Years of Service:	Years: 5 v Months: 0 v	Years: 25 v Months: 0 v
Monthly Final Average Compensation (Gross):	3000.00	5000.00
Calculate My Allowance		
Estimated Monthly Retirement Allowance:	\$212.65	\$3,188.00

Sex: Female Date of Birtl	n: 2/23/1959	Date of Retirement: 2/23/2017 Tier: 1
Years of Non-Int Service	egrated	<u>Integrated</u> <u>Total</u> 15 15
Final Avg. Monthly Salary:	\$3,820.00	Normal Contributions: \$24,652.32 COL Contributions: \$0.00
Beneficiary: John Brown Sex: Male	- N	Relationship: Spouse Date of Birth: 02/23/1959
	Mont	hly Benefits
		Continuance
	Total	to Beneficiary
Unmodified	\$1,259.87	\$755.92



Temporary Annuity

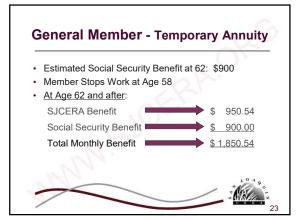
- Social Security Advancement
- "Voluntary"
- Based on Age at Retirement and Social Security Estimate at Age 62
 - Must be in writing

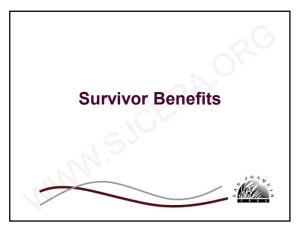


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Social Security Statement Your Social Security Statement Your Social Security Statement tells you about how much you or your family would receive in disability, surviver, or interment benefits. It also includes our record of your lifetime entitings. Clerk only your sensing of the security statement tells you about how much you or your family would receive in disability, surviver, or interment benefits, It also includes our record of your lifetime entitings. Clerk only your sensing of the sensin

General Member - Temporary Annuity • Estimated Social Security Benefit at Age 62: \$900 • Member Stops Work At Age 58 • From Age 58 to Age 62: SJCERA Temporary Annuity \$ 590.67 (TA factor \$900 x 0.6563) Basic SJCERA Allowance Total SJCERA Benefit \$ 1,259.87 Total SJCERA Benefit

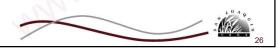






Survivor Benefits Before Retirement

- Timing and Circumstances of Death
- Beneficiary Contacts SJCERA for information



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Survivor Benefits After Retirement

- · Service Retirement or Non-Service Disability
 - Unmodified Allowance Spouse/Domestic Partner to receive 60% of allowance
 - Optional Retirement Allowance as selected by member at time of retirement (100% or 50% continuance)
- · Service Connected Disability
 - Spouse/Domestic Partner to receive 100% of retiree's monthly allowance



Death Benefit

- · Before Retirement
 - Insurance programs offered by employer
- After Retirement
 - -\$5,000 Lump Sum



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Domestic Relations Orders

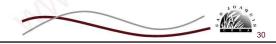
- If you were married or domestic partner while a member, contributions and service credit are community property
- If joined, no benefit payments may be issued until instructed by the court on how to divide the community property interest
- SJCERA provides model Domestic Relations Order (DRO) language



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Cost of Living Adjustment

- Based on annual change in Consumer Price Index (CPI) for San Francisco-Oakland-San Jose
- Up to 3% of monthly allowance
- Applicable to monthly allowances effective on or before April 1st of the same year
- · Compounded annually



Sick Leave Bank

- Hired Full-time Civil Service Before August 27, 2001
- · Minimum of 160 Hours
- Certain Bargaining Units May Cash Out (See MOU)
 15% or 20% at Base Hourly Rate
- Valued at \$221.24 Per 8 Hours of Sick Leave Accrual
- Alternatively, irrevocable Member Election in 2002 to convert accrued sick leave to additional service credit (hour for hour basis)



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Reciprocal Benefits

- Count Service Across all Plans for: Plan Vesting and Service Retirement Eligibility
- Highest Final Compensation to determine retirement
- · Must retire from all systems on the same date



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Purchase of Additional Service Credit

- Increases your total service credit under SJCERA
- Which increases your monthly retirement benefit
- · Purchase must be completed
 - Prior to retirement OR
 - Upon termination of employment



Types of Service Purchase

- Previous County Service (Temp, PT, Seasonal, etc.)
- Medical Leave of Absence
- · Redeposit (may affect tier also)
- Active Military Service that interrupted SJCERA membership
- Prior Public Agency Service (State, Federal, military, other)
 - ➤ Includes eligible military service preceding SJCERA membership



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Medical Leave of Absence

- Prior to September 22, 2003
 - If worked at least 41 hours in a pay period, receive full service credit and paid full contribution
- Effective September 22, 2003
 - Receive service credit and pay contributions for actual time worked; pro-rated for less than 80 hours per pay period
 - Must purchase LOA to get full service credit



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Methods of Payment

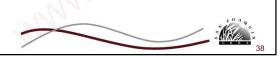
- Payroll Deduction
 - Post-tax lump sum or biweekly installments
 - Installment period depends on amount of service purchased, but cannot exceed 5 years
- Lump Sum
 - Personal Check
 - Rollover from other qualified plan (457 Plan, IRA, etc.)





First Retirement Check

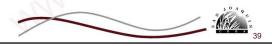
Retirement date determines 1st Benefit check



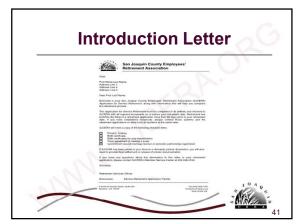
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How To Retire in Three Simple Steps

- · Choose Your Retirement Effective date
- Request a Retirement Application (60 Days)
- Complete & Return Your Retirement Application







Notice To Your Department • You are responsible to give notice of your retirement to your department - In writing • Potential delay

Vacation, Comp Time & Sick Leave Cash Outs*

*Not included in "compensation" for retirement purposes

- Timing
 - Two weeks after your last paycheck
- Taxes
 - Taxed at your regular withholding rate unless you file a new W-4 with Auditor's Office Payroll Div.
- 457 Rollover (taxed less)
 - Up to maximum allowed by IRS
 - Special forms in advance of your retirement date from Auditor's Office Payroll Division

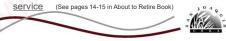


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Working After Retirement

- Non-SJCERA Employer = no limitation
- SJCERA Employer = Prohibited, unless:
 - Emergency or special skills
 - Temporary not to exceed 960 hours in a fiscal year (July – June)
 - No unemployment insurance received in previous 12 months
 - At least 180 days has elapsed since retirement, unless a safety retiree re-hired to perform safety service (See pages 14-15 in About to Retire Book)

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2024-2025 SJCERA Retirement Pay Schedule

PLAN AHEAD! Your first benefit check may be 4-6 weeks from your date of retirement

, <u> </u>	enejit theth may be 4-6 weeks	Anticipated
Retirem	ent Date	1st Retirement
From	То	Pay Date*
(1st Retirement F	Pay Date is determined by "From" and "	•
01/01/24	01/14/24	03/01/24
01/15/24	01/28/24	04/01/24
01/29/24	02/11/24	04/01/24
02/12/24	02/25/24	05/01/24
02/26/24	03/10/24	05/01/24
03/11/24	03/24/24	05/01/24
03/25/24	04/07/24	06/03/24
04/08/24	04/21/24	06/03/24
04/22/24	05/05/24	07/01/24
05/06/24	05/19/24	07/01/24
05/20/24	06/02/24	08/01/24
06/03/24	06/16/24	08/01/24
06/17/24	06/30/24	09/02/24
07/01/24	07/14/24	09/02/24
07/15/24	07/28/24	10/01/24
07/29/24	08/11/24	10/01/24
08/12/24	08/25/24	11/01/24
08/26/24	09/08/24	11/01/24
09/09/24	09/22/24	11/01/24
09/23/24	10/06/24	12/02/24
10/07/24	10/20/24	12/02/24
10/21/24	11/03/24	01/02/25
11/04/24	11/17/24	01/02/25
11/18/24	12/01/24	02/03/25
12/02/24	12/15/24	02/03/25
12/16/24	12/29/24	03/03/25
12/30/24	01/12/25	03/03/25
01/13/25	01/26/25	04/01/25
01/27/25	02/09/25	04/01/25
02/10/25	02/23/25	04/01/25
02/24/25	03/09/25	05/01/25
03/10/25	03/23/25	05/01/25
03/24/25	04/06/25	06/02/25
04/07/25	04/20/25	06/02/25
04/21/25	05/04/25	07/01/25
05/05/25	05/18/25	07/01/25
05/19/25	06/01/25	08/01/25
06/02/25	06/15/25	08/01/25
06/16/25	06/29/25	09/01/25

^{* 1}st Retirement benefit payment includes retroactive pay to the date of retirement.

About to Retire Health Benefits Planning

Retirement Planning Seminar December 2024

RETIREE MEDICAL INSURANCE MONTHLY PREMIUMS 2024/2025

MONTHLY PREMIUMS FOR NON-MEDICARE MEMBERS

Plans	One-Party	Two-Party	Family
CMCP	\$1,704.08	\$3,404.08	\$4,764.05
Kaiser California	\$935.95	\$1,866.17	\$2,638.25
Kaiser Northwest (out of area)	\$1,186.57	\$2,367.41	\$3,548.25
Sutter Health Plus HMO	\$1,019.53	\$2,033.53	\$2,875.13

MONTHLY PREMIUMS FOR MEDICARE RECIPIENTS

Plans	One-Party	Two-Party
CMCP	\$1,192.03	\$2,379.95
Kaiser Traditional (High) Sr. Adv.	\$278.47	\$551.21
Kaiser Lower Option Sr. Adv.	\$202.77	\$399.81
Kaiser Northwest (out of area)	\$391.85	\$777.97
<u>HealthNet</u>		
СОВ	\$1,433.66	\$2,861.60
Seniority Plus - High	\$772.18	\$1,538.63
Seniority Plus - Low	\$616.83	\$1,227.93
Out-of-Area	\$2,095.54	\$4,185.34

BLENDED FAMILY MONTHLY PREMIUMS

Plans	1 With and 1 Without Medicare	1 With and 2 Without Medicare	
CMCP	\$2,892.00	\$4,251.98	
Kaiser Traditional (Sr Adv High)	\$1,208.69	\$1,980.77	
Kaiser (Sr Adv Low)	\$1,132.99	\$1,905.07	
Kaiser Northwest (out of area)	\$1,572.69	Not available	

DENTAL PLAN MONTHLY PREMIUMS

Tier	Delta Dental	United Health Care
One-party	\$42.63	\$18.21
Two-party	\$80.02	\$26.53
Family	\$107.05	\$41.24

VISION PLAN MONTHLY PREMIUMS

Tier	VSP
One party	\$5.88
Two-party	\$11.32
Family	\$13.22



Retiree Health Benefits

About to Retire Seminar December 5, 2024

Presented by: Christine Vega, Personnel Analyst III - Benefits

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Topics of Discussion

- · Questions about Medical Insurance
- · Medical Plans -Benefits, Rates and Options
- · Dental Plans -Benefits, Rates and Options
- · Vision Plan -Benefits and Rates
- · Options Outside of San Joaquin County Sponsored Plans
- · Planning

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- Questions about medical insurance

 How do I enroll In retiree coverage?

 Enrollment packets for all of your plans are available at the SJCERA Retirement Office. Complete the enrollment forms and return them to SJCERA Retirement Office. To under another group health plan, and or Cobra and lose coverage then be sure to reach out to SJCERA Retirement Office to complete an enrollment form.
- Do I have to be enrolled in medical insurance as an employee to be eligible for coverage as a retiree? My dependent(s)?
- No. you may enroll in medical insurance for yourself and your eligible dependents whether or not you had coverage as an active employee.
- What if I decide to try private coverage?
 Once you terminate your County-sponsored retiree plan, you cannot re-enroll
 Note: if you were on another group plan (example spouses group health coverage) then you can re-enroll.
- When is Open Enrollment?
- The annual open enrollment period is the month of May with changes effective July 1st. Retirees will receive an informational letter in the mail in April. All of the documents will be posted on the Human Resources and SJCERA's website.
- What happens to my insurance when my sick leave bank runs out, or if I never had a sick leave bank? (Employees hired on or before August 27, 2001 only)
- When you have no credit in your sick leave bank, you can purchase County-sponsored coverage through payroll deduction your retirement check. If your County retirement check is less than your insurance premium, you must pay the Retirement Association for your coverage.
- If I die, can my spouse use my sick leave bank? (Employees hired on or before August 27, 2001 only) You can use your sick leave bank after you die, if you were married at least one year when you retired, and your spouse was your designated beneficiary.

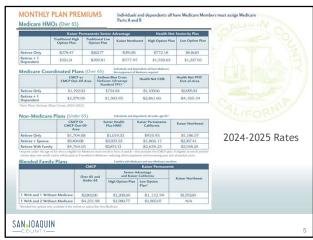
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When will my benefits end?

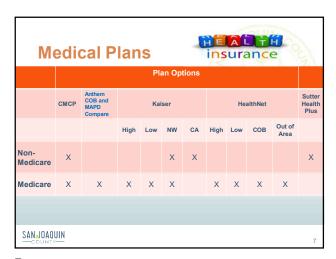
- Generally, health benefits will be effective for two weeks beyond the date of separation from the County.
 - Example; last day of work October 7, 2024, benefits would terminate November 3, 2024.
- Exceptions; If you work less than required hours (41/32) in the final pay period with the County, health benefits will terminate at the end of that pay period.
 - Example; last day of work was October 7, 2024, benefits would terminate October 20, 2024.

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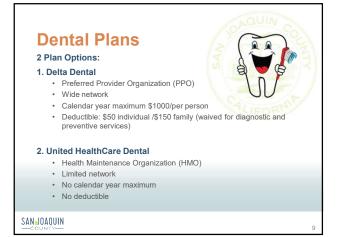
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	Current COB ⁽¹⁾	Proposed MAPD Plan ⁽²⁾
Provider Access	If Anthem is primary, the provider needs to be in-network. If Anthem is secondary, any provider that accepts Medicare.	Passive – Any Provider that accept Medicare is eligible, but some non-Anthem Providers may decline to work with Anthem.
Medicare Assignment	No assignment necessary. Anthem coordinates with Medicare for benefits as active or secondary carrier.	Medicare Parts A & B required to enroll.
Prior Authorization and/or Medical Management Requirements	None Required	Required for some services. Provider works with Anthem to get prior approval.
Benefits		
Deductible	Part B	None
Home Health	Not Covered	Covered
Office Visit	Covered after Deductible	Covered
Lab/Xray OP	Covered after Deductible	Covered
PT, ST, OT	No Deductible, Covered up to \$100/year	Covered
Chiropractic	Not Covered	Manual Manipulation Covered
Eye Exam	Not Covered	Routine exam and eyewear allowance covered using Blue View vision provider
Hearing Test	Not Covered	Routine hearing test, hearing aid fitting, and hearing aid allowance covered using Hearing Car Solutions provider
Appliances	Covered after Deductible	Covered
Mental Nervous OP	Covered after Deductible	Covered
	current Part D benefits. Retirees must	attinued after the 2023/2024 renewal, replaced by be enrolled in Medicare Parts A & B to enroll in the





















Care while traveling

Since keeping you safe and healthy is our first priority, you're covered for emergency and urgent care anywhers in the world. You can also get urgent care a MinutcClinic! In select CVS and Target stores when you're travelling outside a Falser Permanente area.

How we make getting care while traveling more convenient:

Our Away from Home Travel Line is available 24 hours a day 7 days a week

Whit kp.org/travel — a special section of the org that's boosed on getting care while traveling when the consection of the org that's boosed on getting care while traveling for your travel.





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Summary of Benefits (07/01/24-0	6/30/25)	
	San Joaquin County Retirees	
\$ Annual Out-of-Pocket Maximum	\$1,000. per calendar year	
\$ Part D Out-of-Pocket Maximum	\$2,000.	7
□ Lifetime Maximum	None	
Office Visits	\$20 per visit	7
₩ Lab/X-rays	No charge	
Outpatient Surgery	\$20 per procedure	7
Hospitalization Services	\$100 per admission	
Emergency Services	\$50 per visit	7
Ambulance Services	\$100 per trip	
Prescription Drugs (Generic and Brand)	\$10/\$20 for up to a 100-day supply	7
Durable Medical Equipment	No charge	
⊕ Eyewear every 24 months	\$150 allowance	7

Stay active from anywhere
Tryyoga, cardio, and bootcamp — without leaving home.

Kriser Permanenter members get at special rate on ClassPass, which offers:

Unlimited on-demand video workouts
4. Oor online fitness classes— including cardio, dance, meditation, bootcamp, and more at no cost

In-person gw classes

In-person gw classes

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Focus on a healthier you
Feel your best with vision benefits built right into your
Kaiser Permanente Medicare health plan.

Vision benefits are provided through vision Essentials by
Kaiser Permanente. With locations at most Kaiser Permanente
medical offices, Vision Essentials can give eye exams and fill
publishing.

Why vision coverage?

- It is important to have your eyes checked regularly to spot minor
as well as more serious eye profiler.

- When you see clearly, daily activities such as driving and
reading, become much easier

- Voul get an \$150 allowance toward an eyewear purchase once
every 2 years

Mental health and emotional wellness apps

Everyone needs support for total health — mind, body, and spirit. These wellness apps can help members navigate life's challenges and make small changes to improve sleep, mood, relationships, and more.

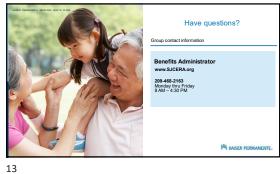
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THANK YOU Ask your Kaiser Permanente retiree consultant about our Medicare health plans. KAISER PERMANENTE.

Plan your retirement income before you need it



If you're within 10 years of retirement, you should consider putting together a transition strategy that considers:

- · Projecting monthly expenses in retirement
- Your monthly income from pension and Social Security benefits
- Your 457(b) account assets, including catchup contributions
- Assets from other qualified retirement plans
- Non-retirement plan assets that may be converted into retirement income

Putting together transition and distribution strategies can be difficult. You may have a lot of questions. Fortunately, you have people who are ready to provide answers and are available to you at no extra charge.

For help with developing transition and retirement income strategies, ask your local Retirement Specialist about the Nationwide Retirement Resource Group®, or call 1-888-401-5272.

This material is not a recommendation to buy or sell a financial product or to adopt an investment strategy. Investors should discuss their specific situation with their financial professional.

Investing involves market risk, including possible loss of principal.

Retirement Resource Group is a service mark of Nationwide Mutual Insurance Company.



Your Nationwide team is here to help you plan for and live in Retirement!



Please scan this QR code for a meeting, or enroll, access, or update your account today at www.sanjoaquindc.com.



Brenda DeVecchio (209) 337-4574 devecb1@nationwide.com



Retirement Resource Group 888-401-5272 nrsforu@nationwide.com

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Your retirement is right around the corner



Let us help you confidently transition into retirement.

Retirement planning checklist	Yes	No	Not Sure
Do you have Accrued Leave?			
Do you have a DROP benefit or pension lump-sum options?			
Is your Termination of Employment form ready?			
Are your beneficiaries up to date?			
Are you eligible for Catch-up or Special Catch-up benefits?			
Have you completed the Social Security 360 Analyzer®?			
Have you completed the Health Care Cost Assessment?			
Have you completed a Financial Needs Assessment?			
Do we have your personal email address on file vs. work email?			
Have you established an online account?			
Have you met with your local Retirement Specialist?			

This material is not a recommendation to buy or sell a financial product or to adopt an investment strategy. Investors should discuss their specific situation with their financial professional.

Social Security 360 Analyzer is a service mark of Nationwide Life Insurance Company.



Your Nationwide team is here to help you plan for and live in Retirement!



Please scan this QR code for a meeting, or enroll, access, or update your account today at www.sanjoaquindc.com.



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NRM-15397AO.4 (01/24)





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Look for ways to save — Even if your budget is balanced, spending habits could still have room for improvement. Here are some ideas for cutting costs:

Money tips

Pay off debt with the highest interest rates first, then apply money from each debt you pay off toward another debt.

Refinance debt or consolidate multiple debts under 1 lower interest rate. Talk to a financial professional about what's best for your situation.

Shop for the lowest fees and interest rates if you need to finance a large purchase.

Use a budgeting system that works for you. Consider taking advantage of apps and tools available through your financial accounts to set and reach goals.

Comparison shop for the best prices on products and services.

Check with cable, cellphone and insurance providers to see if bundling products or services could save money.

Household tips

Turn off the lights and unplug appliances when not in use.

Set your air conditioning temperature a few degrees higher and heating temperature a few degrees lower.

Entertainment tips

Rent or stream movies and borrow books instead of going to the theater or purchasing.

Use discount websites such as Groupon to save money on entertainment or look for days and times when prices are reduced (such as early-dine menus in restaurants or free-entrance days at museums).

Everyday tips

Clip printed or digital coupons for your favorite stores.

Dine at home more if you eat out frequently. Look for ways to make eating at home more enjoyable, such as trying new recipes.

Request generic drugs whenever possible.

Find smart uses for your surplus — If you came in under budget, apply the extra money toward goals. Be sure to prioritize them so you get the biggest "bang for your buck." For instance, consider increasing your savings for retirement. Look into options offered by your employer, such as a deferred compensation plan. If you're already enrolled in your employer's retirement plan, consider increasing your deferral.



Have questions? Your Nationwide Retirement Specialist is here to help.

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To schedule an appointment, scan this code or visit www.sanjoaquindc.com to enroll or update your account.

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Creating a spending plan

You can take control.

Creating a spending plan allows you to make better use of your financial resources and makes it easier to reach goals while still meeting basic needs. All you need is 30 days of focus, so let's get started.

A. State your financial mission

Set SMART goals: Specific, Measurable, Attainable, Realistic, Timely. Get in the habit of paying yourself first and focusing on what's most important: your future. Consider your need for an emergency fund and solid retirement savings versus other wishes. Then, using the chart below, turn **SMART** savings goals into the monthly amount you need to save to reach them. To help you fill in the chart for retirement savings, use My Interactive Retirement PlannerSM in your retirement plan account online.

Priority	Savings Goal	Target Amount	Target Date	Yearly Cost	Monthly Cost
1	Emergency fund				
2	Retirement savings				
3					
4					

B. Know the facts

Track your spending — On a separate piece of paper, track your spending for 30 days to better understand where your money goes. This will make it easier to categorize purchases and see where you may be overspending or making impulse purchases.

Where was the purchase made?	What was purchased?	How much was spent?	How do you feel about the purchase?
Department store	Shoes	\$80	Happy at first, but now questioning whether I needed them

Curb your credit debt — Gather statements, including credit cards, student loans, car payments and mortgages. List the balances in order of highest interest rate with the smallest balances first. At the beginning of the 30-day period, document what you expect to pay toward your balance. As your statements come in, fill out the actual payment amounts in the last column.





Total each of the 3 subsections to find out how much of your debt is considered short-term (in which interest rates are typically higher), medium-term and long-term (in which interest rates are typically lower). Then total the 3 types of debt into overall debt and monthly payment amounts at the bottom of the chart.

Name of Item and Interest Rate	Current Balance	Expected Monthly Payment	Actual Monthly Payment
Credit card:	\$	\$	%
Credit card:	\$	\$	%
Total credit card debt (short-term)	\$	\$	
Vehicle loan 1 (include leases)	\$	\$	%
Vehicle loan 2 (include leases)	\$	\$	%
Bank installment loans	\$	\$	%
Student loans	\$	\$	%
Total consumer debt (medium-term)	\$	\$	
First mortgage	\$	\$	%
Second mortgage	\$	\$	%
Total (long-term debt)	\$	\$	%
Totals		A.	В.

Know your household costs — At the beginning of the 30-day period, document your estimated household expense amounts in the "Expected Monthly Amount" column. As your bills come in, complete the actual expense amounts in the last column.

Category	Expected Monthly Amount	Actual Monthly Amount
Rent/mortgage		
Gas utility		
Electric utility		
Water/sewage utility		
Cable/satellite/internet		
Cellphone(s)		
Car insurance		
Gasoline		
Groceries		
Medical/prescriptions		
Other insurance (renter's, life, etc.)		
Entertainment		
Other:		
Totals	C.	D.

Understand your income — At the beginning of the 30-day period, document how much money you expect to receive over the course of the month in the "Expected Monthly Amount" column. As your income accumulates over the month, complete the actual income amounts in the last column.

Income	Expected Monthly Amount	Actual Monthly Amount
Your take-home pay		
Spouse's take-home pay		
Child support/alimony		
Interest/dividends		
Pension/retirement		
Social Security benefit		
Other:		
Totals	E.	F.

C. Your plan

Analyze your costs and income — At the end of the month, transfer the totals from lines A through F to the chart below. Subtract the expense totals from the income totals above them and jot the answers on lines G and H.

	Expected Amount	Actual Amount
Income totals	E. \$	F. \$
Expense totals	- A. + C. \$	- B. + D. \$
Spending plan grand total	G. \$	н. \$

How did you do? — If G is larger than H, you are under budget. Apply the extra dollars toward financial goals. If G is smaller than H, you are over budget. Find ways to cut costs or bring in extra income.

D. Your estimated supplemental savings needed

Start good habits — Get started with good habits such as "paying yourself first" and possibly setting up automatic payments for the bills you estimated correctly. Other good habits include finding new ways to save and better places to put extra money.