

Newark Public Schools
Compensation and Benefits Department
"Benefit Services Employee Help Guide"

Benefits Information At Your Fingertips



Where do I go for information about...?

Registering for the Member Benefits Online System (MBOS) to apply for a pension loan, retirement, obtain pension account information, update beneficiary information and check status on health benefits coverage?
<http://www.state.nj.us/treasury/pensions/mbosintro.htm>

Registered Members MBOS access issues?
The Division's MBOS Help Desk (609) 777-0534 or send e-mail to: pensions.nj@treas.state.nj.us

How do I purchase additional service credit?
If you are a registered member you may submit this request through MBOS or call for an application (973) 733-7336

Need to speak with a Retirement Counselor?
Counselors are available (609) 292-7524 with or without an appointment at the Division and Pensions and Benefits between the hours of 7:40 AM - 4:00 PM. **To make an appointment:**
<http://www.state.nj.us/treasury/pensions/interview-intro.shtml>
Location: One State Street, 50 West State Street, 1st fl, Trenton, New Jersey

Retirement for Board of Education Employees' Pension Fund Members?
Board of Education Employees' Pension Fund of Essex County
67 Evergreen Place
East Orange, NJ 07018
(973) 678-3252

If I need employer verification for Social Security for Medicare Part A/B for retirement?
Contact the Benefits Office (973) 733-7336/8674
24 hour turn around for pick up

Report the Death of a Member of the NJ Pension Fund?
Contact the Benefits Office (NPS) and the BOE Pension Fund:
PERS MEMBERS: (973) 733-7211
TPAF MEMBERS: (973) 733-7699
BENEFICIARY SERVICES (TPAF/PERS): (609) 292-7524
BOARD OF EDUCATION EMPLOYEES PENSION FUND OF ESSEX COUNTY: (973) 678-3252

I want to add a dependent to my medical plan?
Contact the Benefits Office (973) 733-7336/8674 for information on required documentation.
Complete application in person: 2 Cedar Street, Rm. 811
Must be done within 60 days of event

If I am a member of the NTU?
Contact the Supplemental Fringe Benefits Office for dental, vision and prescription processing, and all related concerns:
30 Clinton Street, Newark, NJ
(973) 643-7888

If I am a member of Local 617?
Local 617 handles all of your vision, prescription, podiatry benefits, processing and all related concerns:
452 Washington Street, Newark, NJ
(973) 643-8080

If I am a member of Local 3?
Local 3 handles all of your vision, prescription and podiatry benefits processing and all related concerns:
18 Washington Place, Newark, NJ
(973) 420-9154

If I am a member of NTA, CASA, Local 32, Local 68, Building Trades and Unaffiliated Administration/Support Staff?
Contact the Benefits Office (NPS)
2 Cedar Street, Rm. 811, Newark, NJ
(973) 733-7336/6099
Above employee benefits are processed in house

Pension concerns?
PERS/ESSEX COUNTY MEMBERS: (973) 733-7211
TPAF MEMBERS: (973) 733-7699

Annuity concerns?
(973) 733-6099 for Approved Vendor Listing and Questions
PenServ (Third Party Administrator) (800) 849-4001
***Employees contributing to Annuities may register to access their accounts @Penserv.com ***

How do I sign up for Disability/Life Insurance?
Contact the Benefits Office (973) 733-6099 for Approved Vendor Listings

Need confidential counseling due to family issues, grief/bereavement, stress/anxiety, depression issues, elder care, legal referrals?
Contact our Employee Assistance Program (prepaid benefit) 1-800-531-0200 (Counselors available 24 hours/7 days a week) or by email: www.charlesnechtem.com

How do I withdraw my pension if I am no longer employed with the district?
Submit request through MBOS if you are a registered member or contact the Benefits Office (973) 733-7699 for more information.