



February 10, 2009

Dear Florida Retirement System (FRS) Retirement Coordinator:

We would like to invite you to attend an FRS Investment Plan Employer Training Workshop in Tallahassee. Each 3-hour workshop will be presented by representatives from the State Board of Administration (the FRS Investment Plan administrator and MyFRS Financial Guidance Program sponsor) and will cover:

- FRS resources
- Roles and responsibilities of employers
- Plan administration (including election deadlines, online accessibility to member's elections, plan status, and distributions)
- Enrollment process for new employees
- 2nd Election
- Investment funds
- Investment Plan features (such as rollovers, disability, distributions, payment options, Health Insurance Subsidy, etc.)
- Financial Engines' Advisor Service

Upcoming workshops will be held on February 13, March 13, May 15, September 11, and October 9 from 9 a.m. until 12 p.m. Note that you must sign up to reserve your spot prior to the workshop date. Space may be limited, so register early.

To register:

1. Call the toll-free FRS Employer Assistance Line (1-866-377-2121, Option 1), and ask for either Chris Winter or Christie Petrosi.
2. Tell Chris or Christie the date and time of the workshop you want to attend.
3. They will also need your name, contact information, and number of people from your organization who will be attending.

Note that the Investment Plan workshops always occur the day after the Division of Retirement conducts its Pension Plan Employer Training Seminars. For further information on registering for the Division's training seminars, please read the online information located at:

dms.myflorida.com/human_resource_support/retirement/employer_page/employer_training_seminars

Both the Pension Plan and Investment Plan employer training will be held at the Division of Retirement's Winewood Office Complex located at 1317 Winewood Blvd., Building 4, Tallahassee, Florida 32399.

Sincerely,

Walter Kelleher
Director of Educational Services
MyFRS Financial Guidance Program