



DCPS Retirement Application Workflow

Step 1: Retirement Calculator



Step 2: Submit Intent to Retire Request



Under Review

*Estimated Turnaround: 90 days
before retirement date*

Step 3: Benefit Calculation Available in QB

Notification to review/approve

Ineligible

*Process complete. Resubmit
Computation Form when eligible*

Retiree Rejects Computation

Step 4: Complete Retirement Packet (Box)

& DINR survey (WTU/CSO) for EOY retirement

Withdrawn

Employee withdraws retirement

**Questions? See our
FAQs**



**Step 5: Consultation w/
Retirement Team**

Required

**Step 6: Packet Processed by
DCPS**

*Estimated Turnaround: 30 days after
retirement date*

**DCRB Retirement Process
Initiates**

Estimated Turnaround: 60-90 days

DCPS Process Complete

All information submitted to DCRB