

Certifying the Service Credit Earned by Volunteer Firefighters

Annually, by March 31, the fire chief must certify to PERA the number of service credits earned by each of their volunteer firefighters during the prior calendar year. The fire chief determines service credit based on the minimum activity standards applicable to their fire department. PERA does not make service credit determinations for SVF Plan members and does not mediate or settle disputes regarding SVF Plan service credit.

To facilitate this reporting requirement, PERA provides the fire chief with an *Annual Service Credit Certification* form at the beginning of each calendar year. This form lists the fire department's active volunteer firefighter roster according to PERA's records. In addition to certifying service credit, the fire chief also provides the following information to PERA via the *Annual Service Credit Certification* form:

- » Volunteer firefighter name changes
- » Changes in volunteer firefighter service status (i.e., leave of absence, termination of service, death)
- » Required enrollment information for any new, active volunteer firefighters

If a fire chief determines that they need to retroactively correct or adjust a volunteer firefighter's previously certified service credit, they may complete and submit to PERA an attestation documenting the corrections/adjustments. PERA will correct/adjust its records according to the attestation provided by the fire chief. When making retroactive corrections or adjustments to previously certified service credit, fire chiefs may use the *Sample Attestation to Adjust Certified Service* available on PERA's website at mnpera.org/plan-information/statewide-volunteer-firefighter/forms.