

# EMPLOYER Notice

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

**Note:**

*The status of a Disability Retirement Application will not be released to members or employers until the OPERS Board of Trustees has approved the monthly disability agenda.*

## Disability Retirement process changes

**Who should read this notice**

Payroll officers, human resources professionals, and those responsible for processing disability benefit information.

**Situation overview**

Effective immediately, all board letters and employer certifications requests regarding the status of *Disability Retirement* applications will be sent *after* the OPERS Board of Trustees has approved the monthly disability agenda. This is a change to the process that was previously announced in an *Employer Notice* dated April 7, 2008. Prior to board approval, the only information that will be released is the month that the disability application will be reviewed.

Additionally, information will not be released directly to the disability applicant until the board has approved the monthly agenda.

A *Benefit Effective Date Letter* will be provided to the member and employer following receipt of the certification of final payroll and OPERS' determination of the benefit effective date.

**What employers need to do**

Be aware of these changes to the timing of receiving information regarding disability retirement applications. Certifications of Final Payroll for Disability Retirement (DRF-85) will not be populated on ECS or mailed to employers until after the disability application has been approved by the OPERS Board of Trustees. Prompt completion of the DRF-85 will expedite the payment of a member's disability benefit. So, it is beneficial for electronic reporting employers to log on to ECS more often to check for pending certifications.

**Why this is important**

These changes will help employers and OPERS to service disability retirement benefit applicants better, so that benefit payments may be processed – and received – quicker.

**Changes to the *Employer Manual***

There are no changes to the *Employer Manual* as a result of the information contained in this *Employer Notice*.

**Who to contact for more information**

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 1-888-400-0965, or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).



1-888-400-0965

[www.opers.org](http://www.opers.org)

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*This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.*

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