

Disability forms updated

Who should read this notice

Human resource professionals and any other employer contact who administers employee programs and/or processes the *Report of Employer for Disability Benefit Applicant (DR-4)*.

Situation overview

Following the implementation of Senate Bill 343, the following disability forms have been updated:

- Disability Benefit Application (DR-1) – Social Security Disability Insurance (SSDI), education, work experience, military experience, and volunteer experience have been added to the form as required fields.

Text has also been added to outline limitations on disability coverage and to inform members they must be separated from their employer and not earning salary by the end of the month following the month in which the Board's decision to approve benefits was made.

- Report of Employer for Disability Applicant (DR-4) – Additional education, skills or certifications required since hire date has been added as a required field.

Text has also been added to reaffirm the job title listed on the DR-4 must be an exact match to the job title on the job description and to remind the employer contact the employee must be separated and not earning salary by the end of the month following the month in which the Board's decision to approve benefits was made in order to avoid forfeiting benefits.

- Report of Physician form (DR-APS) – has replaced the Report of Attending Physician form (DR-3). The DR-APS requires ICD-9 codes for primary and secondary conditions as well as the physician to enter the dates on which the illness or injury occurred.

The physician is also required to address whether the member is disabled from his/her own occupation as well as from any occupation.

What employers need to do

Confirm the most current applications are being used when completing the DR-4, and verify all fields are completed and the job title on the DR-4 is an exact match to the job description forwarded to the retirement system.

Discuss with employees the requirement to be separated and not earning salary by the end of the month following the month in which the Board's approval of the disability application is made. Employees who remain in a pay status past the end of the month following the month in which the Board made its decision to approve the disability application will forfeit their benefits and will be required to start the disability process over if eligible.

(More information on back)

Note:

Disability forms have recently changed. Employers should discard old copies of forms and access www.opers.org to ensure the most current version is being used.

Employees who continue to earn salary past the end of the month following the month in which the Board made its decision to approve the disability application will forfeit their benefit and be required to start the disability process over, if eligible.



Why this is important

The recent implementation of Senate Bill 343 has resulted in changes to the disability process and forms. Compliance with these changes is necessary to ensure smooth processing of disability applications.

Changes to the *Employer Manual*

There are no *Employer Manual* changes resulting from the information contained in this *Employer Notice*.

Whom to contact for more information

After you review this *Employer Notice*, contact Employer Outreach with questions or comments at 888-400-0965, or by e-mail at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit www.opers.org

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