



# EMPLOYER NOTICE

## Changes to the OPERS disability benefit application process and form

### WHO SHOULD READ THIS NOTICE

Payroll and human resource professionals

### SITUATION OVERVIEW

OPERS has made changes to the disability benefit application process which required the *Report of Employer for Disability Benefit Applicant* form (DR-4) to be updated. The new form dated November 2021 is attached. The former version of the DR-4 form will not be accepted after Dec. 31, 2021.

#### **Report of Employer for Disability Benefit Applicant form (DR-4) valid version:**

- The new version is dated (11/21) in the bottom left-hand corner and it was released for use on October 29, 2021.
- The former version is dated (09/18) in the bottom left-hand corner and ***is considered valid for use only through Dec. 31, 2021.***

#### **Changes to the Report of Employer for Disability Benefit Applicant form (DR-4) by Step:**

**Step 1:** Employee Personal Information - **No Changes**

**Step 2:** Certification by Department Head

Employees Job Title – ***Expanded the amount of space to enter the job title***

Employer Reported Physical Job Demands - **Required**

Top Portion (Education) - **Not Required**

Department Head Info - **Required**

- Department Head First and Last name
- Title
- Signature (*Must be signed by the Department Head*)
- Date

**Step 3:** Certification of Fiscal Officer

Fiscal Officer information - **Required**

- Employer Name
- Department / Division
- Fiscal Officer First & Last name
- Title
- Signature (Please be sure this is an Authorized Signer)
- Date

*No information is required on page 6, so it does not need to be returned to OPERS.*

(continued)

## THINGS TO KEEP IN MIND WHEN COMPLETING THE DR-4 FORM

- Be certain the Employee's Job Title on the *Report of Employer for Disability Benefit Applicant* form (DR-4) and the job description match **exactly**. No abbreviations.
- Be certain the Department Head provides their signature and the date on page 4.
- Be certain the Fiscal Officer provides their signature and the date on page 5.
- If the Fiscal Officer is a newer employee, be certain they have been added to the OPERS Authorized Signer list.
- Please complete and submit pages 1 through 5 for review. There is no information required on page 6 so it does not need to be submitted.

## WHY THIS IS IMPORTANT

It is important that employers complete the updated DR-4 form going forward. Because the former version of the form will only be accepted through Dec. 31, 2021, an employer's failure to submit the updated form after that date will result in the form being rejected which will prolong the disability application process.

## WHOM TO CONTACT FOR MORE INFORMATION

Contact your Employer Outreach representative with questions or comments at (888) 400-0965, or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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For a current listing of OPERS Board members, please visit [opers.org](http://opers.org)

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