



Long Term Disability (LTD)

Long Term Disability (LTD) begins upon approval by The Hartford. Keep in mind that **The Hartford pays** the employee from day 183 of the disability to the recovery from the disability, return to work or termination.

The Employer will complete and send the following documents to the Office of Pensions:

- Submit a Vested/LTD Pen-App to include pension creditable service thru the end of the STD period
- Service documentation which includes STD reconciliation
- Copies of Birth Certificate(s), Marriage Certificate(s) and Divorce Decree(s) or a Federally Compliant Driver's License for employee and spouse
- Signed Social Security Card(s) for employee and spouse
- Health, Dental and Vision applications or refusal forms (the Office of Pensions maintains these coverages while the employee is receiving LTD benefits)

If you have any further questions regarding the Pen-App submission or Benefit enrollments, please contact the Office of Pensions at 302-739-4208.

The Hartford pays the employee while approved for LTD

If you have any questions regarding the LTD employees' financial elections, please contact the Hartford at www.thehartford.com.