



Disability Pension – Old Plan (does not include the Disability Insurance Program [DIP] administered by The Hartford)

Effective January 1, 2015, Disability Pension medical reviews will no longer be reviewed by an internal Medical Committee. The Hartford, a third party commissioned by the Office of Pensions, will review the medical information and will make a recommendation to the Executive Secretary of the Board of Pension Trustees.

With this change, when a Disability Pension applicant's service has been accepted in Pen-Apps, an e-mail will be distributed to the employer containing The Hartford's Application For Long Term Disability Income Benefits. This application includes the Employee's Statement, Authorization to Obtain and Disclose Information, and Attending Physician's Statement of Functionality. It also includes a request for employment information from the employer.

The Employee's Statement, Authorization to Obtain and Disclose Information, and Attending Physician's Statement of Functionality must be provided to the employee upon signing the Disability Pension application. The employee is responsible for completing or having these forms completed. The completed and signed Employee Statement and Authorization to Obtain and Disclose Information is to be returned to the Office of Pensions. The completed and signed Attending Physician's Statement is to be forwarded to The Hartford's address in the upper left corner of that form.

The employer sends to the Office of Pensions the signed Disability Pension application along with a copy of the employee's job description.

If the medical review and recommendation is approved by the Executive Secretary, the Office of Pensions will process the file for the monthly pension benefit.

This process does not change the employee's right to be kept on the active payroll, receive credited service from the inception of the employee's disability to the end of the third month following, and receive payments at the same rate of compensation the employee received before the disability.

If you have any questions, please contact the Office of Pensions Disability section at (302)739-4208 or email Pension.Review@state.de.us.