

# Disability Checklist

DO NOT submit this checklist to IMRF—for employer's use only.

Use this checklist as a reference only or place a copy in the member's file. The completed checklist then provides documentation of the disability application process and should **not** be submitted to IMRF.

## To avoid possible loss of benefits...

Application for disability benefits must be made to IMRF no later than six months from the date of disability (this date refers to the date assigned by the doctor certifying the employee's disability).

## Disability Checklist

- Date member last worked (does not include sick or vacation time) \_\_\_\_\_
- Date member last paid (not the date of the member's last paycheck, but the last day for which the member will receive wages or compensation, including sick and vacation time) \_\_\_\_\_

## Member signs into Member Access for the following forms:

- Attending Physician's Statement—Temporary Disability Claim
- Member's Application for IMRF Disability Benefits

## Member applies for disability through Member Access

- Member completes and submits the Member's Application for IMRF Disability Benefits form

## Employer signs into Employer Access:

- Employer creates the Employer Disability Certification Data Collection

## Other issues, if applicable:

- Health Insurance Continuation vs. COBRA, see IMRF Manual for Authorized Agents
- If workers' compensation is supplemented, check reporting rules by calling Employer Services at 1-800-728-7971
- Workers' compensation and/or Social Security offsets
- If disability will last longer than five months, advise member to apply for Social Security disability. Phone Number: 1-800-772-1213
- Consider retirement benefits vs. disability options if eligible

## Employer should complete and file with IMRF at the end of disability:

- Create a Disability Return to Work Data Collection in Employer Access
- Submit physician release