



# Applying for disability retirement

Please note, not all items apply to all employers.

## Employer to-do's: insurance benefits

- Advise the employee to file a long term disability claim online at [www.standard.com/mybenefits/sceba](http://www.standard.com/mybenefits/sceba) as soon as they become disabled and before leaving employment. The employee can also file a claim by calling The Standard's Claim Intake Service Center at 800.628.9696 or downloading and completing a claim form packet at [peba.sc.gov/forms](http://peba.sc.gov/forms).
- Advise the employee about The Standard's Workplace Possibilities program.
- If the employee is approved for disability retirement:
  - Terminate the employee's coverage in EBS. Select Disability Retired as the termination reason and enter the required dates. Provide a copy of the 18-month COBRA notice for employee and each dependent, if needed. Keep a copy of the notice in the employee's file.
  - Advise the employee that only PEBA can determine retiree insurance eligibility.
  - Advise the employee of options to continue or convert life insurance and to convert Supplemental Long Term Disability coverage, if applicable.

## Employer to-do's: retirement benefits

**Members of SCRS must receive approval for disability benefits from the Social Security Administration to receive SCRS disability retirement benefits. This requirement does not apply to members of PORS. All members should apply while still in service with a covered employer. Generally, an employer may submit a disability application for the member in the event the member is unable to do so; however, the employer cannot select a payment option or designate beneficiaries.**

- Complete an *Employer's Disability Employment Status Report* (Form 6253) and upload it in EES.
- For a PORS employee, complete the *Employer's Description of Disability Applicant's Job* (Form 6254) and upload it in EES. Be sure to accurately describe the requirements of the position with particular emphasis on physical and mental requirements.
- Complete Retirement Date Certification in EES.

## Employee to-do's

Apply for disability retirement as soon as possible, but no later than one year after employment termination. SCRS members should not wait for Social Security Administration approval before submitting a disability application with PEBA. PORS members must file their disability retirement applications before their service retirement date. Employees may apply for both service and disability retirement at the same time, when eligible. State ORP participants are not eligible for disability retirement benefits.

- As soon as they become disabled and before leaving employment, file a long term disability claim online at [www.standard.com/mybenefits/scpeba](http://www.standard.com/mybenefits/scpeba), by calling The Standard's Claim Intake Service Center at 800.628.9696, or downloading and completing a claim form packet at [peba.sc.gov/forms](http://peba.sc.gov/forms).
- Ask employer about The Standard's Workplace Possibilities program.
- Complete a life insurance [Accelerated Benefit Claim Form](#) and submit it to MetLife, if applicable.
- If approved for disability retirement, complete and submit to PEBA a [Retiree Notice of Election](#) as soon as possible.

### Complete applicable forms:

- [SCRS Application for Disability Retirement](#) (Form 6151S) or [PORS Application for Disability Retirement](#) (Form 6151P).
- [Withholding Certificate for Periodic Pension or Annuity Payments](#) (IRS Form W-4P).
- [Withholding Certificate for Monthly Benefit Payments](#) (Form 7202).
- [Direct Deposit Authorization](#) (Form 7204).

### PORS members only:

- [Member's Disability Report](#) (Form 6251).
- [Authorization for Release of Information](#) (Form 6255).