

# Disability retirement

Please note, not all items apply to all employers.

## Employer to-dos: insurance benefits

- Advise the employee to file a [Long Term Disability Benefits Claim Form](#) as soon as he becomes disabled and before leaving employment. If the employee is unable, file the application on employee's behalf.
- Complete the employer portion of the [Long Term Disability Benefits Claim Form](#), if applicable.
- 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](#). The effective date is the first of the month following the date on which PEBA issues approval of the disability retirement.
  - Provide a copy of the [18-month COBRA notice](#) for the 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-dos: retirement benefits

*Members of the South Carolina Retirement System (SCRS) must receive approval for disability benefits from the federal Social Security Administration (SSA) to receive SCRS disability retirement benefits. This requirement does not apply to members of the Police Officers Retirement System (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. The employer cannot select a payment option or designate beneficiaries.*

- Complete, sign and submit to PEBA 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* on [EES](#) Task List.

## Employee to-dos

*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 approval before submitting a disability application with PEBA. Employees may apply for both service and disability retirement at the same time, when eligible. PORS members must file their disability retirement applications before their service retirement date.*

- Complete these forms and include all required documentation:
  - [SCRS Application for Disability Retirement](#) (Form 6151S) or [PORS Application for Disability Retirement](#) (Forms 6151P).
  - [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).
- Complete a life insurance [Accelerated Benefit Option](#) form and submit it to MetLife, if applicable.
- Complete a [Long Term Disability Benefits Claim Form](#) and submit it to The Standard, if applicable.
- If approved for disability retirement, complete and submit to PEBA a [Retiree Notice of Election](#) as soon as possible.