

peba academy 

# Retirement processes: disability retirement

Retirement Benefits Training  
Fiscal year 2023

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### SCRS, PORS disability retirement eligibility

- Member must be in service with covered employer, meaning:
  - He is not yet retired (or for SCRS, has not been retired for more than one year); and
  - He is actively employed (including unpaid leave) or on payroll less than one year ago.
- Unless injury is job-related, member must have:
  - Five years earned service if Class Two.
  - Eight years earned service if Class Three.

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### SCRS disability retirement eligibility

- Member must be approved for disability benefit by the Social Security Administration.
- Generally requires incapacity of member to perform any gainful occupation.
- SCRS application must be filed while the member is in service with a covered SCRS employer even if the member has not yet been approved for Social Security disability benefits.
  - Members should not wait for Social Security approval before applying for SCRS disability retirement.

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**SCRS disability before age 65**

- Member must provide documentation each year of continued Social Security disability.
- Requirement ends at age 65.

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**PORS disability retirement eligibility**

- Member must be found permanently disabled from performing job duties by the PORS medical board composed of three physicians.
  - Social Security Administration approval is not required.
- Generally, member must be permanently incapacitated for job duties.

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**PORS disability before age 55**

- Reexamination may be required for member:
  - Annually for first five years; and
  - Once every three years thereafter.
- Requirement ends at age 55.

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**SCRS, PORS disability retirement monthly benefit**

- SCRS disability benefit based on average final compensation and service credit at retirement.
- PORS disability benefit based on average final compensation and service credit projection to age 55 or 25 years of service credit, whichever is less.

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**SCRS disability effective date**

- Once approved, becomes effective the later of two dates:
  - Social Security disability onset date; or
  - Day after covered employment termination.
- Retroactive benefits paid back to effective date.
- Social Security disability onset date can be no later than one year after employment termination.

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**PORS disability effective date**

- Once approved, becomes effective the later of two dates:
  - 30<sup>th</sup> day after PEBA receives application; or
  - The day after member's last day on employer's payroll.

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### Applying for disability retirement

- PEBA must receive application within one year of date of termination from covered employment.
  - For SCRS disability applicants, member should not wait for Social Security approval before applying.
- In urgent cases, you may submit application on behalf of member.
  - Member must select payment plan option.
  - Member must designate beneficiaries.

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### Disability application urgent cases

- Fax application to PEBA at 803.740.1354.
- Member must still submit signed application to:
  - Select payment plan option; and
  - Designate beneficiaries.

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### Applying for service and disability retirement

- Member may apply for both service and disability retirement, when eligible.
  - If eligible, member can draw service retirement benefit while waiting on disability determination.
- Member will receive disability benefit amount if approved for disability.
- Member can receive service benefit amount if not approved for disability.

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### Member forms

- *SCRS Application for Disability Retirement* (Form 6151S).
- *PORS Application for Disability Retirement* (Form 6151P).
- *Withholding Certificate for Monthly Benefit Payments* (Form 7202).
- *Direct Deposit Authorization* (Form 7204).
- PORS only:
  - *Member's Disability Report* (Form 6251).
  - *Authorization for Release of Information* (Form 6255).

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### Employer forms

- Upload these forms in EES.
  - *Employer's Disability Employment Status Report* (Form 6253).
  - PORS only: *Employer's Description of Disability Applicant's Job* (Form 6254).
- Monitor the *Required Employer Forms Report* in EES under Reports & Documents.

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### Employer actions

- You will receive an EES Task List notification once PEBA receives an application for one of your employees:
  - *Retirement Date Certification*.
  - *Final Payroll Certification*.
- Termination and separation from employment is required.
- Do not estimate or project final payroll information.
- Final payroll certification task cannot be completed prior to the retirement date.
  - Prevents erroneous payroll data and benefit calculations.
- Refer to the *Disability retirement* employer checklist.

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**SCRS, PORS monthly payment plan options**

Option A	Option B	Option C
<ul style="list-style-type: none"> <li>• Maximum benefit.</li> <li>• Retiree-only payment.</li> </ul>	<ul style="list-style-type: none"> <li>• 100%-100% joint retiree-survivor payment.</li> </ul>	<ul style="list-style-type: none"> <li>• 100%-50% joint retiree-survivor payment.</li> </ul>

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