



LONG-TERM DISABILITY INSURANCE PROCEDURES FOR EMPLOYEES

Long-term disability (LTD) insurance provides for the continuation of income during periods of non-occupational disability, illness or injury not to exceed the level of your elected 60% coverage. To qualify for any of the benefits described in this handout, you must be covered under the LTD insurance plan. You may verify coverage by checking your Payroll Advice on *Self Service Banner* for a “LTD” premium deduction.

How to File a Claim for Long-Term Disability Benefits: If you are unable to perform your job duties due to disability for more than six months, you should contact OSU Benefits at (405) 744-5449 and request a LTD claim packet. You should request *Family Medical Leave (FMLA)* forms from your HR Partner. Should you terminate employment with OSU and you are diagnosed with a disabling condition that started prior to your termination, you are still eligible to apply for LTD benefits within a year after separation. As you review and complete the claim packet, you may find the following instructions helpful.

Employee’s Disability Application: You can file your LTD claim one of two ways. These two options are available 24/7/365 and filing your LTD claim takes less than 10 minutes.

1. **ONLINE:** You can visit www.MyLibertyConnection.com and report your LTD claim online. If you are a new user, you will need to register for the portal using the company code-OSUAMBENEFITS. Once you have registered, you can create your own username and password for future logins. Now that you are logged into the MyLibertyConnection portal, navigate to the Report a New Claim or Leave of Absence icon. You will be asked a short series of questions and then brought to a confirmation screen. You should review all your answers to ensure accuracy.
2. **TELEPHONIC:** You can also file your LTD claim by calling Liberty Mutual’s intake line, 800-713-7384. You will reach a live Liberty Mutual Intake Specialist, ready to take your information and triage your claim over to the assigned LTD Case Manager.

Upon receipt of your claim, your Liberty Mutual LTD case manager will call you to introduce themselves and ask you some questions to gather additional information regarding your claim. They will also explain your LTD benefits and what to expect during the LTD claim process. They will also discuss some claim forms they will be sending you for completion to assist in reviewing your claim.

Attending Physician’s Statements: Your Liberty Mutual case manager will contact your physician(s) to request any additional information they will need to make a determination on your LTD claim.

Employee’s Life Waiver of Premium Disability Claim: Completing your LTD claim will also apply towards your *Life Waiver of Premium Disability Claim*, if you are under age 60. Waiver of premium is not available if you are over 60 and Liberty Mutual will provide you with options to port or convert your life insurance.

Coordinate With Your Department: It is important to work with your department to ensure your elimination period leave of absence begins with your last day worked. Your FMLA paperwork should also be submitted to your department no later than your last day of work. If your leave is not coordinated in a timely manner, you may not receive disability supplemental pay. Liberty Mutual will notify OSU Benefits when you have filed a claim. OSU Benefits will coordinate with your department for the completion of your *Employment Personnel Action* form to report your six-month elimination period.

OTHER THINGS YOU NEED TO DO

OTRS: If you have 10 years of creditable service at end of your elimination period in Oklahoma Teachers' Retirement System (OTRS), you are required to apply for OTRS disability benefits. Any OTRS payment you receive (disability retirement or regular retirement) will be used as an offset against your LTD insurance benefits.

Social Security/Medicare Part B: You are required to apply for Social Security disability benefits. If awarded, social security benefits will be used as an offset against LTD insurance benefits. You are also required to enroll in Medicare Part A and Part B as soon as you are eligible. Typically, after two years on Social Security disability, you are eligible to enroll in Medicare. You are also eligible for Medicare when you turn 65. At the point you become Medicare eligible, Medicare will be your primary insurance and BlueCross BlueShield will be secondary. If you fail to enroll in both Medicare Part A and Part B, your benefits from BlueCross BlueShield may be reduced.

Other Offsets: If you receive other income, you must report the income to Liberty Mutual to be used as an offset against your LTD insurance benefits. This includes federal retirement or federal disability compensation, unemployment compensation and/or workers' compensation. Liberty Mutual will pay at least \$100 per month even if your offsets exceed your level of coverage. The policy ensures that you receive a monthly benefit of no less than your level of coverage from all sources.

OTHER IMPORTANT INFORMATION

Workers' Compensation: Disability arising from work-related illness or injury will be handled in accordance with Workers' Compensation laws. Your Liberty Mutual LTD policy only covers non-occupational disabilities.

Disability Supplement Pay: LTD insurance benefits, payable by Liberty Mutual, do not begin until you have been disabled for six months. This is called the Elimination Period. During the six-month period after your last day of work, you will be paid accrued leave (sick and annual). When all leave is exhausted, you may receive 60% OSU disability supplement pay, the level as your elected LTD insurance. If your LTD claim paperwork is not submitted in a timely manner, you may not receive disability supplement pay until your claim paperwork is submitted to Liberty Mutual. Even if your claim is eventually approved, no back pay will be given.

Health, Dental, Vision Insurance: If you are an active employee when applying for LTD insurance benefits, you may be eligible to continue to receive health, dental, and vision insurance. OSU continues to pay a portion of your health insurance premium up to the amount paid for active employees (employee only coverage) during the elimination period and the first two years of disability coverage. You continue to pay your portion of the premium and any voluntary premiums for covered family members. Premiums normally paid through a payroll deduction will be billed through the Bursar's office when you cease to receive OSU pay. If payments are not made for all premiums for which you are responsible, your coverage will be canceled, including your OSU-paid health coverage. If you wish to cancel any benefit coverage an *OSU Insurance Enrollment/Change Form* needs to

be completed and submitted to OSU Benefits within 30 days of Liberty Mutual's approval of your disability claim and coverage will be terminated at the end of that month. If you terminate employment before applying for LTD, your OSU health, dental, vision, and life insurance benefits will not be reinstated even if you are subsequently approved for LTD insurance benefits. You will be separated or retired, if retirement eligible, at the end of the two year OSU LTD benefit period even though you may continue receiving disability benefits through your Liberty Mutual long-term disability policy. If you were retirement eligible at the onset of your disability, you will have the option to enroll in a BlueCross BlueShield health plan as a retiree.

Life Premium Waiver: If you are an active employee under the age of 60 and you are totally disabled, you may also qualify for a waiver of your Liberty Mutual Life insurance premiums for basic and supplemental coverage. Liberty Mutual will evaluate and make a determination when you file your LTD claim. The waiver of premium does not apply to dependent coverage you may have elected, nor does it apply to the accidental death and dismemberment portion of your basic life insurance. Dependent life insurance would have to be ported or converted to a whole life policy if you wish to continue those policies. Liberty Mutual will provide you with your options to continue these dependent life policies.

Return to Work: Subject to the availability of funds, your position or one of equal status will be held for six months from your last day of work. If you are able to return to work, you will need a physician's release to do so. If you are able to return to work after six months from the onset of your disability, you would apply for employment on the same basis as any other applicant.

Medical Verification: Liberty Mutual will ask for medical documentation from time-to-time to verify continued disability for benefits. It is very important that you respond to any request for information as soon as possible. Failure to cooperate with this process can result in termination of LTD benefits and separation from OSU.

File Promptly: You should complete and file your claim at the onset of disability. You should also respond to any inquiries promptly. It may take Liberty Mutual, OTRS, and Social Security several months to determine your eligibility. If Liberty Mutual has not approved your application by the end of the Elimination Period and you have exhausted your leave, your OSU income will end and you must begin paying your own insurance premiums. You could lose rights to certain benefits if you delay submitting your disability claim forms.

Assistance: Call OSU Benefits (405) 744-5449 for more information about LTD disability benefits.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.