Arlington Public Schools

HUMAN RESOURCES

Arlington Public Schools
2110 Washington Blvd., 4th Fl Arlington, VA 22204
TEL 703-228-6107 FAX 703-841-2138 http://www.apsva.us/benefits

VRS HYBRID PLAN DISABILITY CLAIM OVERVIEW

We are providing you with instructions on "How to File a Disability Claim" because you have informed Human Resources you expect to be away from work for more than seven (7) calendar days for your own medical condition.

Please read all information provided and submit all disability forms directly to the disability insurance company:

- **The Standard Insurance Company**

As a member of the Virginia Retirement System (VRS) Hybrid Plan, you are eligible for short term disability coverage after 12 months of continuous participation (coverage) as a member of the VRS Hybrid Retirement plan.

VRS Hybrid Plan disability benefits are payable as indicated below:

Income Replacement Table			
Months of Continuous Service with your Current Employer	**Work days at 100% Income Replacement**	**Work days at 80% Income Replacement**	**Work days at 60% Income Replacement**
0 - 12	0	0	0
13 - 59	0	0	125
60 - 119	25	25	75
120 - 179	25	50	50
180 or more	25	75	25

There is a seven-calendar day elimination period before any benefit is payable. During this time, the employee must use his/her sick leave, if available, or the time will be unpaid. An employee may not elect to use more than five days of paid leave. Hybrid Plan disability benefits are paid to the employee via your APS Payroll Pay Check.

If you wish to cancel your Health, Dental, or Vision insurance coverage, you must do so in writing to the APS Benefits Department. If you wish to cancel your 403b and/or 457 contributions, you must complete the applicable Salary Reduction Agreement form, and the forms are located here: Supplemental Retirement Program. Please work directly with the Hybrid Plan administrator, ICMA–RC, if you wish to cancel your voluntary contributions to the Hybrid Retirement Plan. You may contact ICMA–RC at 1-877-327-5261.

If you have questions about the status of your claim, please contact ***The Standard Insurance Company*** directly at ***1-800-426-4332***. If you have questions about your leave of absence, please contact the APS Leave Benefits Specialist at 703-228-6107.

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HOW TO FILE A HYBRID PLAN DISABILITY CLAIM

VRS Hybrid Plan Disability Benefit is offered through ***The Standard Insurance Company***.

Please complete the following steps:

1) Notify the APS Leave Benefits Specialist if you will be away from work for your own illness/injury.
2) Download and print the claim packet by clicking this link: VRS Hybrid Plan Disability Claim Form
   - Page 2 – APS will provide "Employer Statement" information directly to the insurance company
   - Page 4 – Employee must complete and sign section, "TO BE COMPLETED BY EMPLOYEE"
   - Page 4 – Physician must complete and sign section, "TO BE COMPLETED BY THE ATTENDING PHYSICIAN"
   - Page 5 – For Review by Employee and Attending Physician (Claim Form Fraud Notices)
   - Page 6 – Employee must review, sign and date the "Authorization to Obtain and Release Information"
3) Mail or fax all paperwork to The Standard Insurance Company:

Mailing Address:	The Standard Benefit Administrators P.O. Box 5031 White Plains, NY 10602
Fax:	1-800-378-8361
Telephone:	1-800-426-4332

***REMINDERS*:**

1) It is the employee's responsibility to file the claim directly to The Standard by U.S. mail or fax.
2) If you have more than one attending physician, each physician should complete a form.
3) The attending physician can return the form to you, or they may send it directly to The Standard Benefit Administrators
4) It's the employee's responsibility to notify The Standard and the APS Leave Benefits Specialist immediately upon your 1st day returned to work to avoid any overpayment of benefits.
5) It's the employee's responsibility to inform The Standard if you receive other benefits.

Other benefits you receive or may be eligible to receive, could reduce your disability benefit. This includes, but is not limited to the following:

- ***Sick Leave, Workers Compensation, Social Security, and Retirement***

For additional information regarding Disability Coverage for VRS Hybrid Plan members, visit the APS Disability Insurance website.