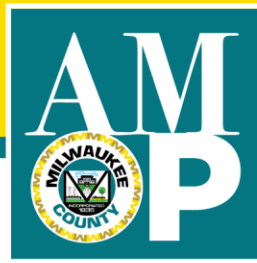


02.06.10 Disability Retirement Process



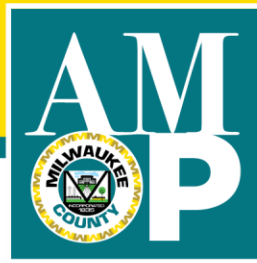
Why This Procedure Is Important

To provide documentation regarding the disability retirement process. This will equip members of the Employees' Retirement System (ERS) of Milwaukee County with the knowledge of the requirements for and the process to apply for the two disability retirement benefits offered by the system (Accidental Disability and Ordinary Disability).



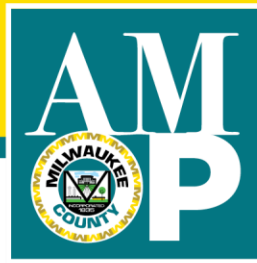
To Whom Does This Procedure Apply?

All Milwaukee County pension-eligible employees



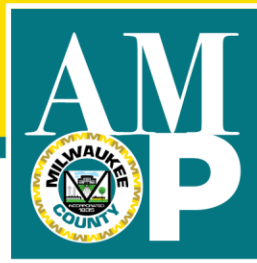
Accidental Disability Retirement

- *Member incurred a mental or physical injury while working for Milwaukee County.*
- *Member must be able to relate the incapacitating condition to a single on the job incident. The disabling condition must be total and permanent.*
- *Requires that documentation of the injury recurring at work be provided, such as a first report of injury. Additionally, the disabling condition provided on the disability retirement application must be reasonably similar to workers' compensation reports.*
- *The minimum benefit payable under accidental disability retirement is calculated using the same formula as a normal pension, but not less than 60% or 75% (for MDSA) of the member's final average salary.*
- *The accidental disability pension is often a tax-free benefit.*



Ordinary Disability Retirement

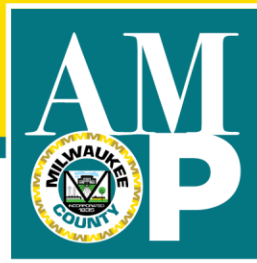
- *Member must have earned a minimum of 15 service credits while working for Milwaukee County.*
- *The disabling condition of the member must be total and permanent.*
- *The member's benefit payable under ordinary disability retirement is calculated using the same formula as a normal pension, but not less than 25% of the member's final average salary.*
- *The ordinary disability pension is a taxable benefit.*



Here Is What the Procedure Says:

Step 1: Contact RPS to Inquire about Disability Retirements

- Members who wish to initiate the disability retirement process should contact RPS at 414-278-4207.
- RPS will discuss the disability eligibility criteria of both accidental and ordinary disability retirement as well as the disability application process, during the call. RPS will also explain the requirement that the member's healthcare provider(s) must provide a written medical opinion that the member has a permanent disabling work-related condition.
- RPS will confirm the address information of the member and mail an Application for Disability Retirement



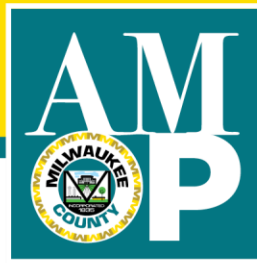
Step 2: Complete and Return Disability Application

- Members should review the documentation provided in the Application for Disability Retirement, complete the following application forms, and mail them to RPS:
 - Application for Disability
 - Application for Disability – Payroll form
 - Informed Consent and Authorization (HIPAA) form
 - Healthcare Authorization forms (three copies)
- Members have 30 days from the date the packet was mailed to return the completed application and forms to RPS.
 - If the member does not return the completed application for disability by this due date, RPS will administratively close their application. A letter will be mailed to the member, notifying them that their application is closed along with their right to reapply.



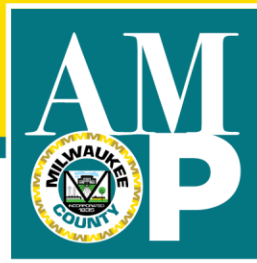
Step 3: Review of Eligibility and Informs Required Departments of Application

- When a completed Disability Retirement Application is received, RPS reviews the eligibility of the member for the requested disability retirement(s) that they applied for based on the eligibility requirements.
- RPS sends an email to Milwaukee County's Office of Corporate Counsel, Office of Risk Management and Payroll notifying them that an Application for Disability has been received. The member's Human Resources Business Partner and Management Assistant is also copied on that email. A copy of the Application for Disability that the member completed is attached to that email.
- RPS sends a separate email to Milwaukee County Payroll that includes a copy of the Application for Disability – Payroll form that the member completed attached to the email. The member's Human Resources Business Partner and Management Assistant is also copied on that email.



Step 4: Information Gathered for Medical Review Process

- RPS requests from Milwaukee County's Office of Risk Management any related workers' compensation claims that have been filed by the member.
- RPS will request the member's current job description from the Milwaukee County Compensation team. No information regarding the member or their application will be shared with the compensation team.
- RPS mails a letter directly to each of the member's healthcare providers along with the Healthcare Authorization and Informed Consent and Authorization (HIPAA) forms. This letter also includes a Healthcare Provider Report that the provider needs to complete and return to RPS.
- After RPS receives any related workers' compensation claims (if applicable), the member's current job description from compensation, and completed Healthcare Provider Reports from a member's healthcare providers, a disability claim is ready to be submitted to the medical board.



Step 5: Medical Board Conducts Review

- RPS creates a disability claim for the member with the medical board hired by the ERS.
 - The current medical board hired to review eligibly for any disability retirement requests is Managed Medical Review Organization (MMRO).
- RPS will gather and provide to the medical board the member's application for a disability retirement, reports and medical records collected from a member's medical providers, and any documentation from the Milwaukee County Risk Management division regarding any relevant worker's compensation claims.
- A case manager at MMRO will be assigned to facilitate the review completed by MMRO's physicians.
- The case manager will contact the member to schedule an independent medical examination, vocational examination, or both during their review.
- A minimum of three independent physicians at MMRO will review the member's application, provided documentation, and any medical examinations conducted by MMRO. MMRO provides RPS with three signed disability certifications containing each physician's recommendation for approval or denial of the member's disability application.



Step 6: Approval or Denial of Disability Retirement Eligibility

- The Director of RPS has the authority to make initial determinations related to a member's disability retirement application, according to Pension Board Rule 1040. The Director of RPS will review the member's disability application including all gathered documentation, review the medical board's disability certifications, and approve or deny a member's disability retirement.
- If the Director of RPS determines that they cannot approve or deny a member's disability application, the Pension Board must determine a member's eligibility for disability retirement. RPS will request that the Pension Board Chair place the member's disability application on the next Pension Board meeting agenda.
- If a member's application is denied by the Director of RPS or the Pension Board, RPS sends a disability denial letter to the member via certified mail. The member has 30 days from the date of the denial letter to appeal the decision, as described in Pension Board Rule 1026.



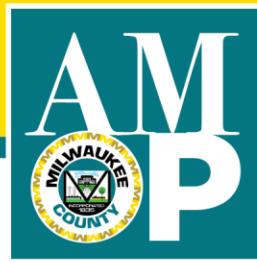
Step 6: Approval or Denial of Disability Retirement Eligibility (cont.)

- If a member's application is approved by the Director of RPS or the Pension Board, RPS will contact the member to schedule a retirement appointment. To not delay receipt of disability benefits from the ERS, RPS will attempt to schedule the meeting during the next available appointment slot that is convenient for the member.
- If a member's application is approved, RPS coordinates with the Office of Risk Management to obtain any workers' compensation benefit that the member is eligible for to determine if an offset to the disability pension is required.



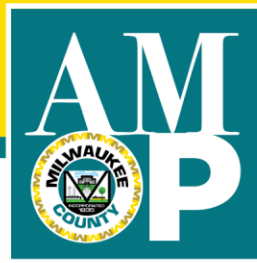
Step 7: Review Retirement Packet and Prepare for Appointment

- Packet Sent for Payment Initiation: The member should review the disability benefit estimate and disability retirement packet prior to their scheduled appointment. Members should also review the pension benefit options available to them. RPS recommends that they also discuss these options with loved ones and/or a financial advisor.
 - The benefit option elected, and any beneficiary designated in this application will supersede the temporary beneficiary election that a member made in their initial disability application.
- Members will need to bring proof of age and identity for themselves and their beneficiary (if any) to their disability retirement appointment.
- The member should review the Federal and State tax withholding forms included with their packet.
- All retirees are required to receive their monthly pension payments as a Direct Deposit. This completed form will need to be brought to the retirement appointment.



Step 8: Disability Retirement Appointment

- On the day of the disability retirement appointment, the member should arrive at the Milwaukee County Department of Human Resources suite 210 located on the 2nd floor of the Courthouse, a few minutes before their scheduled appointment time. The member should bring their disability retirement packet, retiree benefits packet, as well as Proof of Age and Proof of Identity documents for themselves and their beneficiary.
- During the disability retirement appointment, the Retirement Analyst will assist the member in completing the retirement application, explain how the member's benefit was calculated, and answer any questions that the member may have regarding their pension. RPS can explain to members how their disability benefit is calculated and how the optional forms of payment work but cannot provide advice on how to receive their pension.
- Once all forms are completed, the Retirement Analyst will make copies of the completed retirement forms for the member to keep as documentation.
- The date the member will receive their first pension check will be provided at their individual retirement meeting. The member's disability benefit will begin as of the member's disability retirement effective date. If this date is in the past, they will receive retroactive payments to their disability retirement effective date.



Step 9: Post Disability Retirement Appointment

- After the disability retirement appointment, RPS will file the member's paperwork and enter their election information in a final processing log so that the member's benefit can be finalized once final payroll information is available.
- After a member's final payroll data is available, RPS finalizes the disability benefit calculation as of their retirement effective date incorporating final earnings and service.
- A letter is mailed informing the member of their updated disability pension benefit amount. This letter, which includes updated numbers, is typically provided to members roughly one week prior to payments being issued.



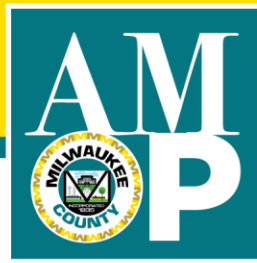
Step 9: Post Disability Retirement Appointment (cont.)

- The member's disability retirement will begin on the last business day of the month of their disability retirement effective date. It is possible that a member's initial payment occurs after their retirement effective date, depending on when the disability retirement is approved, and the disability retirement application completed.
 - If the member's disability retirement effective date is in the past, they will receive retroactive payments to this date.
- If the member is entitled to a workers' compensation benefit for the same disability, it is possible that the member will not receive an initial payment from their disability retirement until the workers' compensation offset is fully realized.
 - The determination of workers' compensation benefits may take additional time beyond the member's disability retirement effective date. RPS will not hold a member's initial disability payment until confirmation of the workers' compensation offset is received from the Office of Risk Management.



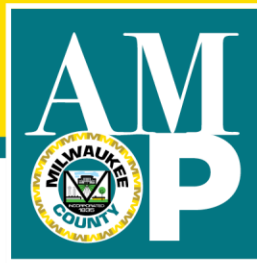
Quiz Questions?

After reviewing the Procedure, you will be asked the following questions to complete the training:



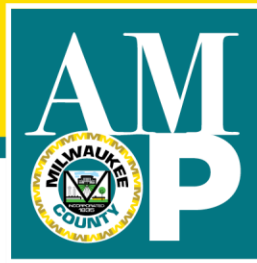
True of False

A member can be entitled to receive both an accidental disability pension and an ordinary disability pension if they meet the requirements.



All the following are requirements for accidental disability retirement eligibility ?

- A. *Accidental disability retirement requires that documentation of the injury recurring at work be provided, such as a first report of injury.***
- B. *The member's disability must result from a mental or physical injury occurring at some definite time and place, while in the actual performance of duty.***
- C. *A member shall be eligible for an accidental disability pension if their employment is terminated prior to their normal retirement by reason of disability, provided they has completed fifteen (15) or more years of service.***
- D. *The standard by which ordinary disability retirements are evaluated is the "own job standard" where the member must be determined to be too disabled to perform the duties of their own position.***



True of False

Amounts paid or payable as salary continuation or injury pay under workers' compensation will be offset from the disability pension for the same disabling condition. If a member is eligible for a benefit from workers' compensation, their disability pension is fully offset by workers' compensation until the total amount of that benefit is realized.