

# Chapter 1. General Information

## Table of Contents

---

<b>AUTHORITY AND INTERPRETATION</b>	<b>1</b>
<b>DISABILITY TRUST FUND</b>	<b>2</b>
<b>ADMINISTRATION OF THE PROGRAM</b>	<b>2</b>
Roles	
<b>RESOURCES</b>	<b>3</b>
Technical Resources	
Educational Resources	
Forms	
<b>CONTACT INFORMATION</b>	<b>5</b>
VRS	
Reed Group	
DOA	
DHRM	
Workers' Compensation	
MCI	
Long Term Care Group	

## General Information

**E**ligible employees who become disabled and cannot work have protection through the *Virginia Sickness and Disability Program (VSDP)*. The program includes *sick leave, family and personal leave, short-term and long-term disability benefits* and a *long-term care* program. The program encourages rehabilitation with the goal to return employees to gainful employment, when they are medically able. Details about the benefits offered through the VSDP program for your eligible employees can be found in the VSDP Handbook for State Employees.

---

### AUTHORITY AND INTERPRETATION

---

The *Virginia Retirement System (VRS)* administers the Virginia Sickness and Disability Program in conjunction with Reed Group, a third-party administrator.

Information contained in the Virginia Sickness and Disability Program Employer Manual is governed by Title 51.1 of the Code of Virginia. This information is intended to be general. It cannot be complete in all details and cannot supersede or restrict the authority granted by the Code of Virginia, which may be amended from time to time.

The VRS Board of Trustees has the authority to develop, implement and administer the sickness and disability program<sup>1</sup> and develop policies

---

<sup>1</sup> See Code of Virginia § 51.1-1102.

governing the program. However, the Director of the *Department of Human Resource Management (DHRM)* has the final authority to develop and interpret leave and related personnel policies and procedures associated with the VSDP<sup>2</sup>.

---

## DISABILITY TRUST FUND

---

State agencies pay the costs of providing sick leave, family and personal leave and short-term disability benefits from funds appropriated by law to the state agencies. VRS determines the amount of contributions needed to provide the funds required to maintain long-term disability coverage, long-term care insurance and to administer the program, including case management and cost containment programs.

Contributions are deposited in the Disability Trust Fund. The long-term disability contributions are held in an independent trust and are invested and administered solely in the interests of the participating employees and beneficiaries.

---

## ADMINISTRATION OF THE PROGRAM

---

Your agency must keep records for employees covered under VSDP. You must also furnish information required by the VRS Board of Trustees or its designee.

The benefits payable under VSDP are exempt from levy, garnishment, attachment and other legal process.

## Roles

---

There are a number of key participants who ensure the program functions properly. Employees, VRS, Reed Group, the Long Term Care Group, employers, Workers' Compensation, Managed Care Innovations (MCI),

---

<sup>2</sup> See Code of Virginia § 2.2-1201 (13).

DHRM and the *Department of Accounts (DOA)* all play an important role in the claims process.

Employers communicate with members and work with third-party administrators to ensure members' needs are met. Employees are responsible for reporting their illness or injury and following the proper procedures. In addition, an employee's family member or agency representative may also initiate a VSDP claim on behalf of the employee.

VRS is responsible for the administration of the program. Reed Group is the third-party administrator which provides claims administration for VSDP, reviews medical information, assists the employee and employer in consultation with the employee's physician with transition back to work and conducts claims investigations. The Long Term Care Group manages long-term care claims. The State Employees' Workers' Compensation is a program administered through DHRM's Office of Workers' Compensation to provide income replacement for workers who have suffered a *work-related injury or illness*. DHRM provides personnel policy interpretation to agencies and VRS and coordinates Workers' Compensation claims with Reed Group. MCI is the third-party administrator for the State Employees' Workers' Compensation Program. MCI works in partnership with Reed Group and the employer to coordinate benefits and provide payment in the event of a work-related injury or illness. Finally, DOA provides reporting guidance to payroll staff at the agencies.

*DHRM administers the State Employee Workers' Compensation Program and Reed Group manages the VSDP claims.*

As each topic in the VSDP manual is discussed, the responsibilities of each of these key participants will be outlined in detail.

---

## RESOURCES

---

VRS provides both technical and educational resources that allow you and your employees to access to important information.

## Technical Resources

---

The VRS Web site ([www.varetire.org](http://www.varetire.org)) can answer many questions about VSDP benefits and services and includes the VSDP Handbook for State Employees.

LeavePro is a reporting system provided by Reed Group for employers to obtain employee VSDP claims information. For more details on using LeavePro, contact a Reed Group Account Coordinator at 1-844-507-5391.

## Educational Resources

---

The VSDP Employer Newsletter is published quarterly by the Reed Group National Account Manager. It is distributed to the designated human resource and payroll contacts of VSDP member agencies via email. The publication notifies employers of policy changes, technical enhancements and other useful tips.

The VSDP Handbook is a member publication that describes the benefits available to state employees who are covered under VSDP. The VSDP Handbook is available on the VRS Web site ([www.varetire.org](http://www.varetire.org)) under Publications.

The VSDP e-course is a general overview of the program and is located on the DHRM Knowledge Center Web site. (<http://covkc.virginia.gov>)

For a complete listing of all available publications, refer to the VRS Web site ([www.varetire.org](http://www.varetire.org)).

## Forms

---

The VSDP Conversion of Disability Credits (VRS-5A) and College and University Opt-Out (VSDP-2) are available to download and print from the VRS Web site. Reed Group provides claim specific forms directly to the employee.

*Publications  
keep members  
informed of VRS  
benefits.*

---

## CONTACT INFORMATION

---

You can communicate with VRS in a variety of ways, including phone, fax and e-mail. Separate addresses have been set up for e-mail, depending on whether the individual is an employer, a member or a retiree.

### VRS

---

Virginia Retirement System  
1200 East Main Street  
P.O. Box 2500  
Richmond, VA 23218-2500

Toll Free: 1/888/VARETIR (827-3847)  
Fax: 804/786-1541  
TDD: 1/888/VARETIR (827-3847)  
Website: [www.varetire.org](http://www.varetire.org)

Employer: [employer-info@varetire.org](mailto:employer-info@varetire.org)  
Member: [member-info@varetire.org](mailto:member-info@varetire.org)  
Retiree: [retiree-info@varetire.org](mailto:retiree-info@varetire.org)

### Reed Group

---

Mailing address:

Reed Group  
P.O. Box 6248  
Broomfield, CO 80021

Phone: 1-877-928-7021 Employee  
Website: [www.reedgroup.com/vsdp-claims](http://www.reedgroup.com/vsdp-claims)

### DOA

---

Department of Accounts  
P.O. Box 1971  
Richmond, VA 23218-1971

Phone: 1/804/225-3038  
Fax: 1/804/371-8587  
Website: [www.doa.virginia.gov](http://www.doa.virginia.gov)

## DHRM

---

Department of Human Resource Management  
101 North 14<sup>th</sup> Street, 12<sup>th</sup> Floor  
Richmond, VA 23219

Phone: 1/804/225-2131  
Fax: 1/804/371-7401  
Website: [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

## State Employees' Workers' Compensation

---

DHRM Office of Workers' Compensation  
101 North 14<sup>th</sup> Street, 6<sup>th</sup> Floor  
Richmond, VA 23219

Phone: 1/804/786-0362

## MCI

---

Managed Care Innovations, LLC  
P.O. Box 1140  
Richmond, VA 23218-1140

Phone: 1/804/786-9862  
Fax: 1/804/786-8840

## Long Term Care Group

---

Long Term Care Group, Inc.  
P.O. Box 64011  
St. Paul, MN 55164-0011

Toll Free: 1/800/761-4057