

## Audience: VLDP Opt-out Employers

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### Introduction

When a political subdivision or school division employer provides a VLDP comparable disability plan, the employer must report long-term disability claims and changes to disability status to VRS. When an employee begins long-term disability and each time there is a change, the employer must send VRS a Word document with the following information via secure message:

1. Employer Name
2. Organization Code
3. Your Name
4. Your Phone Number
5. Your Email Address
6. Employee Name – First and Last
7. Employee ID
8. VRS Customer Number
9. Long-term Disability Start Date - Date that long-term disability benefits began (i.e., first day long-term disability benefits are paid)
10. Long-term Disability End Date - Date that long-term disability benefits end (i.e., last day long-term disability benefits are paid)
11. Social Security Disability Insurance (SSDI) Effective Start Date - Date that SSDI benefits began (i.e., first day SSDI benefits are paid)
12. SSDI Award Approval Date - Date that SSDI benefits were approved/awarded by the Social Security Administration
13. SSDI Effective End Date - Date that SSDI benefits end (i.e., last day SSDI benefits are paid)

### Sending the document via Secure Message:

1. Click on “Secure Message” in the left-side accordion panel.
2. Click on “Compose.”
3. Under the heading of “About” select “Employer.” Under the heading of “Category” select “About Member.” Under the heading “Sub-Category” select “Opt Out LTD Participants.” In “subject” include employee’s name and VRS Customer Number.
4. Click on “Browse” and attach the Word document. When you send the message, it will route directly to the Employer Confirmation Unit.
5. Under the heading of “About”, select “Employer”. Under the heading of “Category”, select “About Member”. Under the heading “Sub-Category”, select “Opt-Out LTD Participants”. In “Subject” include

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employee's name and VRS Customer Number. **This information should also be included in the text comment box.**

6. Click "Browse" to search for the document. **Click "Upload" to attach the Word document. Click "Send" to deliver the secure message to VRS.**

### Notifying VRS when an employee goes on long-term disability:

1. Ensure the employee has a contract length of 12 months, even if the employee is on less than 12 month contract in *myVRS* Navigator. The start date of the contract will need to start the same date as the long-term disability start date.
2. Change the employment status in employment status field of *myVRS* Navigator from "Active" to "Leave Without Pay" (LWOP).
3. Change the Group Life Insurance End Date to the last day of the month in which the long-term disability began.
4. Send the Word document with the required information to VRS via secure message.

### Notifying VRS when a long-term disability claim ends:

1. Update "Employment Status" in *myVRS* Navigator to "Active" or "Separated."
2. Send the Word document with the required information to VRS via secure message, including an updated long-term disability end date.
3. If the employee is returning to work in an *Active* employment status, similar to the less than 12 month contract length, prior to the disability benefit period, ensure a Job/Contract change reverting the employee back to the **contract start date, contract length and number of months paid** for your 9, 10 and 11-month contract employees has been entered *after* returning the employee to an "Active" employment status.

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### Notifying VRS when an employee goes on SSDI:

1. Send the Word document with the required information to VRS via secure message, including an updated SSDI Effective Start Date and SSDI Award Approval Date.
2. Revisit the end date for group life to ensure employees on SSDI are being given group life. The Group Life Insurance End Date should be the same as the “claim approved through date” if known. If the end date is not known, estimate 3 to 6 months.
3. Revisit the “claim approved through date” if it extends or ends and maintain throughout SSDI life of the LTD claim.
  - a. When a member on LTD has been approved for SSDI, the member is considered to be permanently and totally disabled. Remit the employer mandatory 1% contribution to the defined contribution component for any Hybrid Retirement Plan employee that is permanently and totally disabled. Once the SSDI Award Approval has been made, the 1% contribution should start the first of the month. Contributions are due retroactive as of the SSDI Effective Start Date.
  - b. Remit the employer mandatory 1% contribution to the Hybrid 401(a) Cash Match Plan at least once a month (or if you choose to with each pay cycle) to ICMA-RC using EZLink. Follow the same process for the current hybrid plan employee and employer contributions.

### Notifying VRS when an employee goes off SSDI:

1. Send the Word document with the required information to VRS via secure message if SSDI benefits end, but the employee remains on long-term disability. Include an updated SSDI Effective End Date.
2. Discontinue submission of the employer mandatory 1% contribution as of the SSDI Effective End Date.