

LONG-TERM DISABILITY (LTD) APPLICATION PROCESS CHECKLIST		
WHAT TO DO		WHEN TO DO IT
<input type="checkbox"/>	Contact Work Connections at 734-615-0643 or toll-free at 877-869-5266, or visit their website at: workconnections.umich.edu/ .	As soon as possible after you can no longer work or when you expect to be absent from work for a period of ten (10) consecutive days or more.
<input type="checkbox"/>	<p>Fully cooperate with Work Connections and provide medical information and documentation. This may include, but is not limited to:</p> <p>A Health Care Provider Statement (HCPS), A Functional Abilities Form (FAF), Clinical Notes, Summaries, and Diagnostic Testing Results, A Functional Job Description, and/or Any other medical evidence, documentation, or forms.</p> <p>To determine the nature and extent of your disability or impairment, you may be required to undergo examinations by other physicians/psychologists/psychiatrists and/or be interviewed by nurse case managers and/or vocational rehabilitation specialists.</p>	You will work with Work Connections to determine the appropriate time to apply for LTD benefits.
<input type="checkbox"/>	<p>Complete the LTD application forms before termination of coverage or employment, retirement, reduction in force (RIF) leave, educational leave, military leave, or Workers' Compensation Redemption/Settlement.</p> <p>The UM Benefits Office and its Third-Party Claims Administrator, Sedgwick are the only offices authorized to distribute and process an application for LTD benefits. The LTD application packet includes:</p> <p>Employee Request for Participation and Personal Profile Medical Release Authorization Other Disability Income and Reimbursement Agreement Social Security Administration Consent for Release of Information</p>	Within 15 days from the date of the cover letter included with the forms mailed to you.
<input type="checkbox"/>	Undergo examinations by other physicians/psychologists/psychiatrists and/or meet with nurse case managers and/or vocational rehabilitation specialists.	As requested by Sedgwick
<input type="checkbox"/>	Contact the Social Security Administration (SSA) to apply for Social Security Disability Income (SSDI) benefits. You can contact SSA by phone at 1-800-772-1213 or visit their website at: ssa.gov	Immediately upon approval of LTD benefits, if not already done.

For further information about the university's LTD Program, please visit the Benefits Office website at: <http://benefits.umich.edu/plans/ltd>. You may also contact a benefits representative at 734-615-2000 during normal business hours.