

# Long-Term Disability Benefits

*Kansas Public Employees Retirement System*

## How to Apply for Monthly Benefits

If you are an active member and become disabled, you may qualify for disability benefits under the terms and conditions of the KPERS long-term disability plan. To begin the process of filing a claim for disability benefits, you first should contact your designated agent or personnel office. Your designated agent will then report your disability to KPERS at:

### **Kansas Public Employees Retirement System**

611 S. Kansas Ave., Suite 100  
Topeka, KS 66603-3803  
Toll-free: 1-888-275-5737  
In Topeka: 785-296-6166  
E-mail: [kpers@kpers.org](mailto:kpers@kpers.org)  
Fax: 785-296-6638

Once KPERS verifies your eligibility to apply for benefits, we will forward your information to Disability Management Services, Inc., KPERS' third-party administrator for disability benefits.

Under the KPERS long-term disability plan, benefits for approved claims begin the **later** of the date you complete 180 continuous days of total disability or the date you stop drawing compensation from your employer. This period is called the "waiting period" (or elimination period). If you have not returned to work, you will receive a claim packet in the mail from DMS toward the end of your waiting period.

The claim packet includes everything you need to apply for benefits, along with complete instructions on how to complete and submit the required forms. You will need to complete some sections of the forms, and your employer and physician(s) will need to complete other sections. The claim packet also includes an authorization form that enables DMS to gather additional information as it becomes necessary.

You should return the completed claim forms along with all required authorizations and statements to DMS at:

### **Disability Management Services, Inc.**

1350 Main Street, Suite 1600  
Springfield, MA 01103  
Toll-free: 1-844-762-6447  
Fax (855) 569-1341

It is important to submit your claim forms as quickly as possible to ensure DMS has time to review your claim and obtain any additional information before the date your benefits are scheduled to begin. **Complete all portions of the claim forms to avoid delays in processing your request for benefits.**

If you have questions about filing a claim, please contact DMS toll-free at 1-844-762-6447, or KPERS toll-free at 1-888-275-5737.