

# Applying for disability retirement

This checklist can help guide you through the disability retirement application process. Please note, not all items apply to all employees.

## Employee to-dos: insurance benefits

- Complete a [Long Term Disability Benefits Claim](#), if applicable, as soon as you become disabled and before leaving employment. Be sure to include all required documentation. If you are unable to file an application, your employer may file on your behalf.
- Ask your employer about [The Standard's Workplace Possibilities](#) program.
- Complete a life insurance [Accelerated Benefit Claim Form](#) and submit it to [MetLife](#), if applicable.
- If you are approved for disability retirement, only PEBA can determine retiree insurance eligibility. Complete and submit to PEBA a [Retiree Notice of Election](#) as soon as possible.

*If you are on leave due to a disability, your [Optional Life](#) coverage will continue for up to 12 months as long as you pay the premiums.*

## Employee to-dos: retirement benefits

*Members of SCRS must receive approval for disability benefits from the Social Security Administration to receive SCRS disability retirement benefits. This requirement does not apply to members of PORS. You may apply for both service and disability retirement at the same time, when eligible. State ORP participants are not eligible for disability retirement benefits.*

- Apply for disability retirement as soon as possible, but no later than one year after employment termination. SCRS members should not wait for Social Security approval before submitting a disability application with PEBA. PORS members must apply before their service retirement date. Your employer may submit a disability application for you if you are unable to do so. Your employer cannot select a payment option or designate beneficiaries.
- Complete applicable forms:
  - [SCRS Application for Disability Retirement](#) (Form 6151S) or [PORS Application for Disability Retirement](#) (Form 6151P).
  - [Withholding Certificate for Monthly Benefit Payments](#) (Form 7202).
  - [Direct Deposit Authorization](#) (Form 7204).
  - PORS members only:
    - [Member's Disability Report](#) (Form 6251).
    - [Authorization for Release of Information](#) (Form 6255).