



**Section 5 - General Information on Short-Term Disability (STD),
Long-Term Disability (LTD), Group Universal Life (GUL), Return to
Work (RTW) and the Americans with Disabilities Act (ADA)
Frequently Asked Questions (FAQs)**

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Hartford’s Business Strength

(1) What happens in the event The Hartford goes out of business? What procedures are in place to handle this if it happens?

The State is self-insured for the Short-Term Disability program and The Hartford is insuring the Long-Term Disability program. In selecting a carrier, one of the criteria used in the (Request for Proposal (RFP)) process is the financial strength of the company. Not only did The Hartford score high in that area, but they have been in business for over 150 years and in the disability business for over 50 years. If, for whatever reason, The Hartford were to go out of business there are procedures in place through the Insurance Commissioner's Office to ensure that claims are paid. Every insurance company that writes business in the State of Delaware has to deposit a percentage of the premium into a special trust fund. This fund is used in the event of an insurer defaulting. The State would then select another carrier to cover the LTD portion for the employees that are active.

Benefit Booklets

(2) Where can employees view a copy of the STD, LTD and/or GUL benefit booklets?

Copies of the STD and LTD benefit booklets are displayed at www.ben.omb.delaware.gov/disability. Copies of the GUL Benefit booklet are displayed at www.ben.omb.delaware.gov/life.

Service Pension Eligibility

(3) Can employees use time on approved STD and/or LTD claim to meet eligibility for a service pension benefit?

Yes.

Long Term Care and Critical Illness

(4) Under the Disability Insurance Program, are disability benefit payments decreased for employees collecting payments from a long term care or critical illness policy?

Long term care is insurance that typically pays medical bills (i.e. nursing home, etc.) in the event of the need for long term care. Critical Illness policies typically pay for expenses incurred when an individual experiences a critical illness. The benefits of Long Term Care and Critical Illness policies are not typically considered income replacement. Therefore, there would not be an offset (decrease) in the STD and/or LTD benefit payment.

Taxes and W-2 Forms

(5) It is understood that STD and LTD benefit payments are taxable. Are the taxes deducted from disability payments or is the employee responsible for paying the taxes?

Taxes will be deducted from the benefit in accordance with the employees W-4 form for STD and the directive given to The Hartford by the individual for the LTD payment.

(6) If employees receive STD and/or LTD benefits, will this information show on W-2 forms at the end of the year?

The STD benefit paid by the State of Delaware will appear on the W-2 form. The LTD benefit paid by The Hartford will be reflected on a 1099 form for miscellaneous income. Both are taxable income as the cost of the program is paid 100% by the State of Delaware.

Securian Post Employment Premium Payments

(7) After employment separation, how will Securian continue to receive premium payments from employees who are enrolled in the Group Universal Life (GUL) program?

The State of Delaware's GUL program includes a Premium Waiver benefit for the protection of disabled employees. Employees who become totally disabled while enrolled in the GUL program will have their *employee only* premium waived for as long as the employee is deemed totally disabled or until the employee attains age 65, whichever occurs first.

Additional information on this valuable benefit is displayed on the Statewide Benefits Office website at www.ben.omb.delaware.gov/life.

Americans with Disabilities Act (ADA)

(8) What is the Americans with Disabilities Act (ADA)?

The Americans with Disabilities Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. When medical restrictions prohibit a “Qualified Individual with a Disability” from performing the essential functions of their job, the Americans with Disabilities Act (ADA), requires an employer to communicate in an interactive process or interactive dialogue, with the Qualified Individual with a Disability to identify possible reasonable accommodations that may allow the individual to perform the job.

(9) How does the ADA define a Qualified Individual with a Disability?

A “Qualified Individual with a Disability” is an individual who has:

- a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- b) a record of such impairment; or
- c) being regarded as having such impairment.

(10) How does the ADA define the “Interactive Process”?

When medical restrictions prohibit an employee with a disability from doing his or her job, the Americans with Disabilities Act (ADA) requires an employer to communicate with the employee concerning an accommodation. This exchange has been described variously as the “core” or “proactive” process, “cooperative problem solving,” “open and individualized exchange,” a “search”, and a “flexible give-and-take.” Most frequently, it is called the “interactive process” or by the redundant term, “interactive dialogue.” The purpose of this dialogue is to “identify the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations.” 29 C.F.R. § 1630.2 (o)(3).

(11) What are the State of Delaware’s Guidelines and Procedures for Reasonable Accommodations?

Please select the following link to access Human Resources Management (HRM) for detailed information: www.hrm.omb.delaware.gov/policies.

Disclaimer –

If there is any conflict in interpretation between the FAQ's and the Short-Term Disability (STD) and Long-Term Disability (LTD) program contract provisions and existing law, the contract provisions and/or law govern.

Questions regarding the Disability Insurance Program?

Please contact the Statewide Benefits Office Customer Service Team by telephone at (302) 739-8331 or (800) 489-8933 or by email at benefits@state.de.us.

Please refer to the Disability Insurance Program Rules & Regulations at www.ben.omb.delaware.gov/disability for more information.