North Carolina
Retirement Systems

Form 701
Requesting Short-Term Benefits Through the Disability Income Plan of North Carolina

Print or type in black ink. No erasures, strikeovers or whiteouts permitted. Do not staple pages.

Section A. Tell us about yourself.

First Name	M.I.	Last Name		Suffix
Mailing Address			Date of Birth	SSN
City	State	Zip Code	Phone (At least one phone required)	Mobile (At least one phone required)
Personal Email Address				Member ID

Section B. Authorize benefits with your signature.

I am applying for the following benefit:	☐	Short-Term (ST)
	☐	Preliminary Long-Term (PLT)

I certify that my illness did not result from active participation in a riot or committing or attempting to commit a terrorist act, felony, or intentional, self-inflicted injury. I hereby authorize any physician, hospital, employer, agency, or other organization to disclose and release to my employer or the Retirement Systems Division any medical records or other information about my disability. I understand that a copy of this authorization will be considered to be as valid as the original. I further understand this information is to be furnished at no cost to my employer or to the Retirement Systems Division. I certify that I have read the guides, and I certify that I understand I cannot withdraw my contributions from the Retirement System while receiving benefits under this Plan. I also understand that approval for short-term or preliminary long-term benefits is no indication of my eligibility for further benefits from the Plan.

Member's Signature _____ Date _____

Section C. Provide the following information about your employer.

This form is one part of an application for benefits from the Disability Income Plan of North Carolina. You may submit this form independently of your employer, but doing so may cause a delay in the processing of your benefit, because the Retirement Systems Division will have to contact your employer to administer the benefit as necessary.

Current or Last Employer	Employer / Agency

Submit the completed form by mail or email.

N.C. Department of State Treasurer, Retirement Systems Division
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Form 701 Guides
Requesting Short-Term Benefits Through the Disability Income Plan of North Carolina

Guide A. Am I eligible for Short-Term (ST) or Preliminary Long-Term (PLT) benefits?

1. You must have earned at least one year (as defined by your retirement service type) of contributing membership service credit in the Teachers' and State Employees' Retirement System in the past 36 months to be eligible for short-term benefits through the Disability Income Plan of North Carolina. You are not eligible for these benefits if your illness began after your effective termination date.
2. You must have either been physically at work or receiving pay for leave (sick, vacation, bonus, compensatory, shared, or other leave allowed by your personnel policy) or receiving temporary total Worker's Compensation benefits when your illness began, as certified by an authorized medical professional (physician, physician's assistant, family nurse practitioner, psychiatrist, psychologist, or chiropractor).
3. Your qualifying illness must be expected to last longer than 60 days and continuously and directly impact the performance of your regular duties. If your illness is expected to last less than 365 days, you need to submit a monthly medical report (Form 703) to your employer. If your illness is expected to last more than 365 days, you must submit a monthly doctor certification (Form 703) to your employer unless the Retirement System Division's Medical Board has approved you for preliminary long-term disability. Being approved for preliminary long-term disability means that the Medical Board has approved you to receive up to the maximum of 365 days of short-term disability benefits. At the end of your preliminary long-term period, you will need to apply for long-term benefits, if eligible.
4. You must apply for the benefit no later than 365 days following the first day of the waiting period. If your application is greater than 365 days, then you are not eligible for these benefits.

Guide B. Who will determine if my illness qualifies for Short-Term (ST)/Preliminary Long-Term (PLT) benefits?

The determination will be made by one of the following:

- Your employer will make the determination based on information provided by your medical professional.
- You or your employer can request that the Medical Board make the determination based on information provided by your medical professional.

Guide C. What is the 60-day Waiting Period?

You must complete a 60-day waiting period prior to beginning the short-term disability period.

If you return to work during your 60-day waiting period for five (5) days or less, your waiting period will be extended by the number of days you worked, excluding weekends and holidays.

If you return to work during your 60-day waiting period for more than five (5) consecutive business days, then your 60-day waiting period will start over.

Guide D. What is the length of the Short-Term (ST) and/or Preliminary Long-Term (PLT) benefit period?

You may use any remaining leave balance as a source of income instead of receiving a benefit during the short-term period. If you exhaust all leave during this period, the benefit will be available to you for the remainder of the 365 days, as long as you remain eligible for benefits.

The short-term period will end in one of the following ways, whichever is first:

- A medical professional does not continue to certify your disability.
- You return to work in the same capacity, unless you are returning for a period of trial rehabilitation.
  - **Trial Rehabilitation:** You may return to work in the same capacity for a period of up to 40 continuous days without resuming regular active System participation. Contributions to the System are not withheld during trial rehabilitation and System credit is not earned.
- The benefit reaches the maximum allowable 365 days. If you have reached the end of the 365 days, you may apply for extended short-term or long-term benefits from the Disability Income Plan of North Carolina. You cannot apply for these benefits more than 90 days prior to your short-term period ending.

Preliminary long-term benefits are for members who have a disability that is expected to last longer than 365 days. However, the maximum preliminary long-term disability period for which you may be approved by the Medial Board is the entire 365 days of short-term disability benefits.

These guides are subject to and governed by the General Statutes of the State of North Carolina.

Guide E. What do I need to do to apply for Short-Term (ST) or Preliminary Long-Term (PLT) benefits?

To apply for short-term disability benefits, contact your employer.

To apply for preliminary long-term benefits, you need to submit the following forms to the Retirement Systems Division in one complete package:

- Form 700 (Required Employer Information)
- Form 701 (This form)
- Job Description (Provided by your employer)
- Form 703 (Doctor Certification)
- Form 7A (Medical Report)

If the Retirement Systems Division does not receive all the above mentioned forms in one package, the processing and/or approval of your disability benefit may be delayed until all forms have been properly completed and received.

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