

Short Term Disability

INSURANCE OPTIONS

Introduction

This booklet will help you understand MESSA's Optional Short Term Disability plan. We hope you find it useful and easy to understand.

If you have questions, please call any of the following toll-free numbers:

- MESSA Member Service Center **800-336-0013**
- MESSA Field Services **866-637-0006**
For questions directed to your field representative
- MESSA Disability Department **800-247-6951**

Table of Contents

If you are reading the online version of this booklet, you can click on any topic in this table of contents to review that information. To return to the table of contents, click on the “back” button at the top of the page.

Who is eligible for coverage	4
When coverage is effective	5
When coverage terminates	5
General provisions	6
Short Term Disability insurance	9
What is payable	9
Pre-existing conditions for Short Term Disability insurance	9
Waiting period	9
How much	10
Single sum payments under other plans	10
Weekly benefit	11
What is “disabled”	11
Successive periods of disability	11
Short term quarantine benefits	12
How to file a Short Term Disability claim	12
Proof of Short Term Disability	12
General disability provisions	13
Claim forms	13
Time of payment of claims	13
Payment of claims	13
Not covered	13

Certificate

Life Insurance Company of North America hereby certifies that members of Michigan Education Special Services Association (herein called the policyholder) who are insured under a group policy issued by Life Insurance Company of North America are subject to the terms and conditions of said policy, insured for the benefits described in the pages of the booklet.

This certificate, which is furnished in accordance with, and subject to, the terms of the group policy, replaces any and all certificates previously issued to you by the Insurance Company under the group policy specified above covering the insurance described herein. This is not the contract of insurance. Each policy and the application of the policyholder for it constitute the entire contract. This certificate is merely evidence of insurance provided under the group policy. The insurance is effective only after the person concerned is eligible for insurance and becomes and remains insured in accordance with the terms, provisions and conditions of the group policy.

Who is eligible for coverage

The following individuals are eligible to become members of the Michigan Education Special Services Association (MESSA) and may apply for coverage:

- Any active, associate, service associate, or student member of the Michigan Education Association (MEA) as defined in the MEA bylaws;
- Any member of a bargaining unit in an educational agency in which a local association of MEA is the recognized bargaining agent and has negotiated MESSA benefits for its members;
- Any administrator employed by an educational agency in which a local association of the MEA is a recognized bargaining agent and has negotiated MESSA benefits for its members;
- Any other eligible individual as defined in the Michigan Education Special Services Association (MESSA) bylaws as constituted on May 20, 1988, as amended.

NOTE: It is your responsibility to notify MESSA and your employer of any change in your employment status.

When coverage is effective

The following information details the guidelines for your effective date of coverage:

Employee

- If you are a new employee and enroll for coverage within thirty-one (31) days following the date you became eligible, your coverage will be effective on the date you became eligible, if your coverage is approved. In either case this is the date approved by MESSA and verified by your employer.
The date you became eligible will be the later of:
 1. Your date of employment; or
 2. The day following completion of your employer's eligibility waiting period, if applicable.
- During open enrollment, the effective date of coverage for all new applications and coverage changes will be that date approved by MESSA and verified by your employer.
- If your application is submitted at any other time, your coverage will be effective on the first day of the month following approval of your application by MESSA.
- If you are absent from work because of injury or sickness on the date your coverage would otherwise become effective, your coverage will not become effective until the day you return to active work. To be considered actively at work for coverage purposes, you must be physically and mentally able to perform your normal duties for a regularly scheduled workday when you report to work.

When coverage terminates

Termination of employment: Coverage will end on the last day of the month in which you terminate employment.

Non-payment of contributions: Coverage will end on the last day of the month preceding the month for which the required contribution has not been received by MESSA.

Termination of employer's participation: Coverage will end on the last day of any month in which your employer ceases to participate under the group policy with the Insurance Company.

Members no longer eligible: Coverage will end on the last day of the month in which a member no longer meets the eligibility criteria described in "Who is eligible for coverage."

Termination of the group policy: Coverage will end on the date the group policy terminates.

NOTE: *If you cease active work or leave employment, contact MESSA to determine what arrangements, if any, may be made to continue coverage. Also, see specific plan descriptions.*

General provisions

Time limit on certain defenses

A claim will not be denied nor will the validity of coverage be contested because of any statement about insurability made by you while eligible for coverage under the policy, if:

- The insurance has been in force for at least two (2) years before any such contest; and
- The person about whom such statement was made was alive during those two (2) years.

Release of information

Each person covered under these plans authorizes physicians, hospitals and other providers of service to furnish to MESSA and the Insurance Company, upon their request, information about treatment which the covered person may have received. Physicians, hospitals and other providers of services are authorized to permit MESSA and the Insurance Company to examine their records about the services and to submit to MESSA and the Insurance Company reports of the services in the detail MESSA and the Insurance Company request. All information related to treatment of the covered person will remain confidential except when used to determine rights and liabilities arising under these plans.

How to appeal a claim denial

If you do not agree with a claim denial, you may request that a review be made of your claim. You should submit a written request for review of your claim within sixty (60) days after receiving a notice of denial. Your request should be addressed to the MESSA Disability Department.

You may submit additional information with your request for review. You may request and receive copies of pertinent documents, although in some cases, authorization may be needed for the release of confidential information, such as medical records. You should submit the facts and any supporting comments in writing.

A decision will be made by MESSA and/or the Insurance Company within sixty (60) days following MESSA's receipt of request for review or the date all information required of you is furnished, whichever date is later. The decision will be in writing and will specify the reasons for the final decision.

Contest

No action or suit at law may be commenced upon or under this plan until thirty (30) days after notice has been given by the member to MESSA and/or the Insurance Company that the reconsidered decision of MESSA and/or the Insurance Company under their claim review procedure is unacceptable, nor may such action be brought at all later than three years after such claim has arisen.

Right of recovery

If an overpayment is made due to any reason, including but not limited to a payment under any Workers' Disability or Occupational Disease Act or Law, Social Security Award, benefits under another disability or retirement plan, clerical error, misstatement of age or misstatement of salary, MESSA and/or the Insurance Company shall have the right to recover such overpayments from the covered member or beneficiary, or to deduct such overpayment from future benefits.

If there is a recovery by you, whether by judgment, settlement, retroactive award or otherwise, you shall reimburse MESSA and/or the Insurance Company to the extent of the total amount of such benefits paid under this plan, and applicable interest. However, the reimbursement shall not exceed the proceeds of any such recovery after the deduction of reasonable and necessary expenditures, including attorney's fees, incurred in effecting such recovery.

General provisions (continued)

NOTE: If a voluntary pay compromise, redemption, withdrawal of a petition for mediation or hearing, or any other type of settlement is made without our approval, e.g., for a work related claim or retirement settlement, we will subtract an estimated disability compensation award as long as you continue to be eligible for disability benefits.

If you incur expenses on account of bodily injury or sickness, caused by or alleged to have been caused by negligence, wrong or act of a third party and benefits are payable under this plan, you will receive the benefits. However, if there is recovery by you or a personal representative from the third party, or their personal representative, whether by voluntary payment, judgment, settlement or otherwise, on account of such bodily injury or sickness, you or your personal representative shall reimburse MESSA and the Insurance Company to the extent of the total amount of such benefits paid under this plan, and applicable interest. However, the reimbursement shall not exceed the proceeds of any such recovery after the deduction of reasonable and necessary expenditures including attorney's fees, incurred in effecting such recovery.

You will reimburse us on all money you or your personal representatives receive.

You grant us the right to intervene in your lawsuit for the purpose of enforcing our lien.

You agree to inform us when you hire an attorney to represent you, and to inform your attorney of our rights under this plan.

You agree not to reach any settlement or take any action which would prejudice our rights and interests.

You are required to do whatever is necessary to help us enforce our right of recovery.

NOTE: If you refuse or fail to cooperate with us under this section, we may hold you liable for the amount of benefits we have paid and any legal fees and expenses we incur in obtaining reimbursement.

Medical examination

MESSA, at its own expense, shall have the right and opportunity to have an individual examined by a Physician of its choice as often as it may reasonably require.

Definition of physician

Physician means a licensed doctor practicing within the scope of his or her license and rendering care and treatment to an Employee that is appropriate for the condition and locality. The term does not include an Employee, an Employee's spouse, the immediate family (including parents, children, siblings or spouses of any of the foregoing, whether the relationship derives from blood or marriage), of an Employee or spouse, or a person living in the Employee's household.

General provisions (continued)

Definition of a hospital

“Hospital” is a facility which, in return for compensation from its patients, provides diagnostic and therapeutic services on a continuous inpatient basis for the surgical, medical or psychiatric diagnosis, treatment, and care of injured or acutely sick persons. The services are provided by or under the supervision of a professional staff of licensed physicians and surgeons. A hospital continuously provides 24-hour-a-day nursing service by registered nurses. A hospital is not, other than incidentally, a place for custodial, convalescent, pulmonary tuberculosis, rest or domiciliary care; an institution for exceptional children; an institution for the treatment of the aged or substance abusers; or a skilled nursing facility or other nursing facility. A hospital must meet all applicable local and state licensure and certification requirements and be accredited as a hospital by state or national medical or hospital authorities or associations.

Short Term Disability insurance

What is payable

Benefits are payable if you become disabled by accidental injury or sickness while insured and remain disabled beyond the waiting period you elect. You must be under the regular care and attendance of a physician (see definition of “**Physician**”).

- Benefits are not payable during periods where employees are not contracted to work unless it is medically necessary for you to be house confined or hospital confined. If a disability commences within thirty (30) days from the date of an accidental injury, it is not necessary to be house or hospital confined.

NOTE: Medically necessary house confinement means that the attending physician has prescribed that you cannot leave the house except to receive medical attention.

- In no event will a disability due to accidental injury or sickness be considered to have commenced more than three days prior to the first visit to a physician for that condition.

Pre-existing conditions for Short Term Disability insurance

A pre-existing condition is any injury or sickness or related medical condition for which medical advice, care or treatment (including prescription drugs) was received during the three-month period ending on the effective date of coverage. In the event you have a pre-existing condition, no benefits are payable for disability for that condition.

This pre-existing provision expires on the earliest of:

- A period of three (3) consecutive months ending on or after the effective date of your insurance if during this time you did not incur any expenses or receive any medical treatment or services (including prescribed drugs or medicines) in connection with such injury, sickness or any related conditions;
- A period of six (6) consecutive months if during this time you have been continuously insured and there has been no loss of time from active employment due to the pre-existing condition;
- A period of twelve (12) consecutive months if during this time you have been continuously insured.

NOTE: The pre-existing provision shall also apply to any increased weekly benefit amount or decreased waiting period. All time periods are determined from the effective date of the change.

Waiting period

Waiting period: You may elect to enroll for a seven (7) day or twenty-eight (28) day waiting period.

If a disability commences during a period your coverage has been extended while you are on an employer approved leave of absence without pay, your waiting period will begin the date you are scheduled to return to active employment.

Short Term Disability insurance (continued)

How much

Benefits are payable for each period of disability for the maximum period of payment. The weekly benefit payable will be reduced by the amount of the following other income sources:

- Any earnings, including salary, wages, commissions or similar pay, you receive or are entitled to receive from work including earnings from your employer, any other employer or self-employment.
- The amount of any disability or retirement benefits you receive from your employer's retirement or pension plan, including the MPSERS (Michigan Public School Employees' Retirement System) and MERS (Municipal Employees' Retirement System).
- Any amount you receive or are eligible to receive from Social Security or Railroad Retirement by reason of your disability or retirement.
- Any amount you receive or are eligible to receive as a periodic benefit for disability under:
 1. Any employer's, labor management trustee, or union employee benefit plan; or
 2. Any governmental (not military) agency, program or coverage required or provided by law; e.g., Workers' Compensation or non-coordinated wage loss benefit under no-fault automobile coverage.

NOTE: Until you submit proof satisfactory to the Insurance Company that you are not entitled to the benefits provided above, the Insurance Company will assume that you are entitled to the maximum amount of such periodic benefit, including dependent benefits.

If weekly benefits are payable for a period which is less than a week, the amount payable for each day of that period will be one-seventh of the weekly benefit.

Single sum payments under other plans

If any of the above forms of benefits are made in a single sum payment, the weekly benefit will be reduced. The weekly benefit will be reduced as if the single sum had been received in the amount and time period of the original periodic payment.

Short Term Disability insurance (continued)

Weekly benefit

The weekly benefit will be the amount you elect to enroll for as determined in the following table. Your contracted annual salary includes only basic earnings. It does not include overtime pay, bonuses, part-time employment, etc., in computing your salary.

Contracted annual salary	Weekly allowance benefit	Contracted annual salary	Weekly allowance benefit
\$ 1,300 - 2,599	\$ 20	\$26,000 - 27,499	\$ 360
2,600 - 3,899	40	27,500 - 28,999	380
3,900 - 5,199	60	29,000 - 30,499	400
5,200 - 6,499	80	30,500 - 31,999	420
6,500 - 7,999	100	32,000 - 33,499	440
8,000 - 9,499	120	33,500 - 34,999	460
9,500 - 10,999	140	35,000 - 36,499	480
11,000 - 12,499	160	36,500 - 37,999	500
12,500 - 13,999	180	38,000 - 39,499	520
14,000 - 15,499	200	39,500 - 40,999	540
15,500 - 16,999	220	41,000 - 42,499	560
17,000 - 18,499	240	42,500 - 43,999	580
18,500 - 19,999	260	44,000 - 45,499	600
20,000 - 21,499	280	45,500 - 46,999	620
21,500 - 22,999	300	47,000 - 48,499	640
23,000 - 24,499	320	48,500 - 49,999	660
24,500 - 25,999	340	50,000 - 51,499	680
		51,500 +	700

If your coverage has been extended while on an employer approved leave of absence with pay, your weekly benefit will automatically adjust in proportion to your basic earnings while on such leave.

Maximum period of payment.....fifty-two (52) weeks

What is “disabled”

You are “disabled” if, during the maximum period of payment, you are wholly and continuously unable to perform any and every duty pertaining to your regular occupation.

You must be under the regular care and attendance of a physician for your disabling condition. This disability must be substantiated by appropriate documentation from your attending physician and acceptable to the Insurance Company. (See definition of “**physician**”.)

Successive periods of disability

Successive periods of disability will be treated as one period of disability unless:

- You worked or could have worked, during a contractual period, for at least one (1) day between periods of disability due to different and unrelated causes; or

Short Term Disability insurance (continued)

- The disability is due to the same or a related cause and is separated by more than six (6) consecutive months.

Short term quarantine benefits

Short term quarantine benefits are payable if, while insured, you are involuntarily and necessarily house confined by order of the Board of Health or other similar official health authority because of infectious or contagious disease.

Waiting period.....as elected for your Short Term Disability insurance

Weekly benefit..... as elected for your Short Term Disability insurance.

Maximum period of payment.....eight (8) weeks

Successive periods of confinement due to quarantine will be treated as one period of confinement unless:

- The periods of confinement due to different and unrelated diseases are separated by more than seven (7) days; or
- The periods of confinement due to the same or related diseases are separated by more than six (6) consecutive months.

How to file a Short Term Disability claim

1. Notify your employer that you are initiating a Short Term Disability claim and ask them to complete an Employer Statement for Short and Long Term Disability Income Benefits form.
2. If the disability is the result of a job injury or illness, a claim should be submitted to the worker's disability compensation carrier or administrator.
3. Complete in detail the Member Report for Disability Income Benefits form.
4. Take the Provider Report for Disability Benefits form to your physician to be completed. The physician's office will then forward the completed form to the MESSA Disability Department at:

MESSA

Attn: Disability Department
1475 Kendale Blvd.
P.O. Box 2560
East Lansing, MI 48826-2560

5. If you anticipate that your disability will last longer than twenty-two (22) weeks, you may be eligible for Social Security benefits. You should apply for these benefits after you have been disabled for a period of sixteen (16) weeks.

Proof of Short Term Disability

Written proof of disability must be given to the Insurance Company within ninety (90) days after the date of the disability.

Late proof will be accepted only if it is furnished as soon as is reasonably possible. In no event, except in the absence of your legal capacity, will proof be accepted later than one year from the time proof would otherwise have been required.

Short Term Disability insurance (continued)

General disability provisions

Claim forms

On receipt of a notice of a claim, the Insurance Company or MESSA will give the claimant forms for filing proof of disability. If such forms have not been furnished within fifteen (15) days after giving notice, the claimant can provide written proof of disability of:

- The occurrence of the disability;
- The nature of the disability; and
- The extent of the disability.

Time of payment of claims

All benefits shall be paid weekly during the period for which benefits are payable under the policy.

Payment of claims

All benefits will be payable to you. Any accrued benefit unpaid at your death will be paid to your estate.

The Insurance Company may pay a benefit amount not to exceed \$1,000 to anyone who is considered by the Insurance Company to be entitled to the benefit for the following reasons:

- Any benefits payable to your estate; or
- While you are not competent to give valid release.

Any payment made by the Insurance Company in good faith to this provision shall fully discharge the Insurance Company to the extent of such payment.

Not covered

No benefits are payable for disability due to:

- Self-inflicted injuries if intentional or while insane;
- War;
- Participation in, or in consequence of having participated in, the committing of a felony;
- Cosmetic surgery unless:
 1. Caused by accidental injury sustained while insured or active illness contracted while insured; and
 2. You have been continuously insured under a MESSA group disability program since such injury was sustained or such illness was contracted.

Verification of disability will not be accepted if provided by a physician who is an immediate relative or by anyone who customarily lives in your household.

Underwritten by

Life Insurance Company of North America
A NYL GBS company



1475 Kendale Blvd., P.O. Box 2560
East Lansing, Michigan 48826-2560
517-332-2581 • 800-292-4910 • TTY: 888-445-5614
messa.org