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No. 14-001

Benefits Administration Letter

Issued per NMSA § 10-7B-1 *et seq.*

Date: March 3, 2014

Subject

Administrative Changes Impacting the State of New Mexico's Disability Program

Purpose

In order to improve efficiency and accuracy in the administration of the State of New Mexico's Disability Program, this Letter of Administration is issued to provide notice of the following important changes:

Administrative Changes with the Disability Program

As of April 1, 2014 the following administrative changes will go into effect:

- **FOR LONG-TERM DISABILITY CLAIMANTS:** Effective April 1, 2014 Long-Term Disability (LTD) claimants will only receive monthly benefit payments via direct deposit. A direct deposit authorization form is attached to this Benefits Administration Letter so that LTD claimants currently receiving paper checks by mail can make the necessary process change. To ensure continuity of benefits the completed form must be faxed to CompuSys/Erisa at (512) 597- 4692 **no later than March 21, 2014;**
- **FOR SHORT-TERM DISABILITY CLAIMANTS:** In the event a participant leaves employment, or a participating Local Public Body separates from the State's Group Benefits Plan, individual claimants must continue to make required premium contributions to maintain eligibility. Each month's premium payment must be made by **cashier's check**, mailed to the address below, and post-marked by the 20th day of each month.

Risk Management Division
ATTN: Disability Program
Employee Benefits Bureau
P.O. Box 6850
Santa Fe, NM 87502

Premium payments must be marked clearly, stating "Disability Monthly Premium;"

Questions should be directed to CompuSys/Erisa, the Third Party Administrator for the State's Disability Program: Ph. 1-800-933-7472 Fax: (512) 597- 4692

Sincerely,

A.J. Forte, Director, Risk Management Division