

Information Regarding Disability Benefits

There is a **five (5) year** statute of limitation on this type of claim. Typically the statute of limitation is from either the date of the incident causing the disability or the Claimant's last day on the payroll. This office will review the claim to determine whether or not it falls within the statute of limitation once the claim is submitted.

The disabled officer must have **been off the job and payroll for one year or** have a **disability rating of 25 percent or more from Workers' Compensation Commission**, before filing a claim with this office.

You must provide a **full** written narrative in the "Explanation" section of the Complaint Form or you may attach a typed narrative. Make sure the Complaint Form is signed and notarized.

The following documents are **required** (*in addition to the enclosed complaint form*) when submitting this type of claim:

- 1) **Original** or **certified copy** of birth certificate of disabled Claimant
- 2) **Original** or **certified copy** of birth certificate(s) of surviving children under age 23
- 3) **Original** or **certified copy** of marriage license (or divorce decrees if applicable)
- 4) Employment affidavits or verification of volunteer status that note the following:
 - This document must be an **original document** and on the **employer's official letterhead**.*
 - Beginning and ending dates of employment
 - The last day on payroll
 - A statement that the disability occurred in the official line of duty
- 5) Police or fire department investigative reports (if available) concerning the incident(s) surrounding the disability
- 6) A medical summary (not bills) from the treating doctor explaining the nature of the disability must be provided. Please note that this must be a *summary*.

If all documentation requested exceeds six (6) pages, four (4) copies (sets) of the claim must be sent to this office in addition to the original set of documents. Failure to comply with this will result in the claim being sent back to the Claimant.

In a case where minor children (under 18 years) are involved, court-approved guardianship(s) must be established before the child(ren)'s benefit(s) can be paid. Guardianship should be established prior to the scheduled hearing date before the Claims Commission with certified copies of the guardianship filed with the Claims Commission office. Also, in accordance with Arkansas Statute 6-82-503, the surviving children (under the age of 23) and spouse (if any) **may** be entitled to a college scholarship award to any "state-supported higher educational institution within this state."

Please note that each claim is unique and that additional documentation may be required before the claim can be set up. Should additional documentation be needed, the Claims Commission will contact the Claimant notifying him or her of what is needed.