

Long-Term Disability (LTD)

Pending Report Procedures

LTD Pending Report

1. Review each employee's account.
2. Verify the pending coverage amount was not applied for within the employee's original 31 days of Public Employees Benefits Board (PEBB) eligibility (new to state employment, not a transferred employee between agencies or from a higher-education institution to state employment, etc.)

If the employee applied for coverage within the initial 31 days of eligibility and the coverage has not rolled over, please submit a FUZE request to the PEBB Outreach & Training unit for assistance.
3. If coverage has been pending for more than 60 days, contact the insurance carrier.
4. If a correction results in a change in the coverage amount, complete and submit the *LTD Insurance Correction* form to the PEBB Outreach & Training unit via FUZE. The correction form is available on the [pers/pay website](#) Forms page and on the [Processing Long-Term Disability](#) page.

Questions? Call Standard Insurance Company at 1-800-378-1613.

Reminders:

- After keying the guaranteed issue amounts, remember to key any optional coverage requested by the employee.
- The Evidence of Insurability (EOI) Form, if appropriate, needs to be forwarded by you or your employee to Standard Insurance Company for underwriting.
- Set up a "PEND" file for any accounts where the coverage goes to pending status, and review every 30 days.
- If the insurance shows as pending, but should have immediately been enrolled, please send a FUZE request to PEBB Outreach & Training for assistance.

Resources:

- PERSPAY website (<https://www.hca.wa.gov/perspay>)
- Processing LTD webpage (<https://www.hca.wa.gov/perspay/processing-long-term-disability>)
- FUZE (<https://www.fuzeqna.com/perspay/consumer/question.asp>)
- Forms webpage (<https://www.hca.wa.gov/perspay/forms>)
- LTD Insurance Correction form (<https://www.hca.wa.gov/assets/perspay/50-881.docx>)
- EOI form (https://www.standard.com/eforms/9340_377661.pdf)