



New York State Teachers' Retirement System

To: Chief School Administrators
College and University Presidents
District Contacts
Employer Secure Area Contacts

Administrative Bulletin

Issue No. 2024-1

January 2024

Important Deadline for Filing for Disability Retirement: Members Receiving Workers' Compensation or Long-Term Disability Through a Private or Third-Party Administrator Must File by July 1, 2024

Please read this important notification of the filing deadline and share it with your payroll and benefits staff.

NYSTRS members who are no longer able to work because of a serious illness or injury may qualify for a disability retirement benefit. Members are urged to contact NYSTRS to discuss eligibility and filing for disability retirement.

This Administrative Bulletin is to advise NYSTRS employers of the requirements for filing for disability retirement and a time-sensitive filing deadline.

Members with 10 or more years of service are eligible to file a *Disability Retirement Application* no later than 12 months after the last date they were on their employer's regular payroll.

Members who are no longer on their employer's regular payroll and/or are receiving workers' compensation or long-term disability payments from a private or third-party administrator (e.g., not paid directly by an employer or paid through accounts payable) must also file a *Disability Retirement Application* no later than 12 months after the last date they were on their employer's regular payroll.

Please Note: Any member who is currently not on your regular payroll and/or is receiving the aforementioned payments must submit their disability application to NYSTRS no later than July 1, 2024 (or 12 months after the last day they are on regular payroll, whichever is later). Failure to file by this deadline will deem the member ineligible to apply for a disability retirement.

Please share this important information with your payroll and benefits staff to ensure any impacted members are notified in a timely manner. Questions regarding this Administrative Bulletin should be directed to our Disability Unit at (800) 348-7298, Ext. 6010.

Disability Retirement FAQs

1. How does a member file for disability retirement?

A member seeking to retire for disability must file the [Disability Retirement Application](#) Package (RET-54.1). Members may file online via their [MyNYSTRS](#) account at NYSTRS.org. Alternatively, they may print the application from the [Forms/Retirement-Related Forms](#) page at NYSTRS.org and mail or fax the application to NYSTRS. Forms mailed to NYSTRS will be considered filed on the day they are mailed if they are mailed by registered or certified mail

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via the U.S. Postal Service, or by an equivalent delivery service that provides mail tracking and is approved for use by the System. See [our website](#) for a list of approved mailing and delivery services.

2. What is the process once the application is received?

Once NYSTRS receives a *Disability Retirement Application* (with all required medical documentation referenced therein) and confirms the member's eligibility requirements, the application will be forwarded to NYSTRS' Medical Board for review. The Medical Board may require the member to have an Independent Medical Examination (IME).

3. What is the standard for determining disability retirement for Tier 4-6 members?

In order for a Tier 4-6 member to be entitled to a disability retirement from NYSTRS, it must be determined the member is totally and permanently disabled (physically or mentally incapacitated from all gainful employment) and that the member was so disabled at the time they ceased teaching.

4. How does an employer report payments for workers' compensation to NYSTRS?

[Section 4: Reportable Salaries](#) of NYSTRS' *Employer Manual* addresses such payments (see pages 9-10). The *Employer Manual* is available in the [Employers](#) section at NYSTRS.org.