

DeKalb County Government  
Department of Finance  
Risk Management and  
Employee Services Division



Pension Administration  
Phone: (404) 371-2296  
Fax: (404) 371-4992

Manuel J. Maloof Center, 1300 Commerce Drive, 4<sup>th</sup> Floor, Decatur, GA 30030

To Whom It May Concern:

**Subject: Disability Pension Application**

*The **definition of disability** in the DeKalb County Pension Plan requires that an employee be unable to perform his or her regularly assigned County duties during the first twelve (12) months of disability. Thereafter, to continue receiving a disability pension benefit, the employee must be unable to work at any occupation for which he or she is reasonably qualified by education, training, or experience.*

**For the Pension Board to consider a disability application, the applicant will need a letter from his or her physician attesting to the inability of the applicant to perform his or her regularly assigned job duties for at least the next 12 months. The letter must indicate the medical basis for the physician's conclusion.** Any comments regarding the applicant's ability to work beyond the initial one-year period would be helpful but are not required for the initial application. (Please note that a medical doctor must sign the letter needed to start the disability application process.)

Faxing the physician's letter to our office will expedite the processing of a disability application. Please fax the letter and any supporting documentation to (404) 371-4992, and indicate on the cover sheet to direct the records to the Pension Office. **Once we receive the necessary information, the employee will be examined by a physician the Pension Board selects. The Pension Board doctor will examine the employee and review any documentation submitted on the employee's behalf to provide the Pension Board with a second medical opinion.** After considering both medical opinions, the Pension Board will vote on the disability pension application.

Please mail the original letter and any supporting documentation to:

DeKalb County Risk Management – Pension  
Maloof Administration Building  
1300 Commerce Drive, 4<sup>th</sup> Floor  
Decatur, GA 30030

You may contact the Pension Administration department at (404) 371-2296 with any questions.