

Disability Process Flow Chart



Step 1 Obtain the Application Package at Initial Consultation

Step 2 Complete the Application

Step 3 Schedule Intake Counseling
 Application Received, Case Opened.
Notice of Application and Request for Information from Employer (30 days)
Disability Packet To Employer & Applicant

"Application Date"

Step 4 Employer and Applicant Review of Your *Disability Packet*
 Time for *Comment Papers* (30 days)
 First possible Independent Medical Evaluation (IME)

Independent Medical Evaluation (IME) Request

- Notice of IME Requirements and Physician Assignment (15 days prior to examination)
- Applicant Examined by IME Physician
- IME Report Issued by Physician (45 days)
- ACERA Sends Report to MA (10 days)

Step 5 Medical Advisor (MA) Evaluation and Recommendation (45 days)
 Second possible Independent Medical Evaluation (IME)

Step 6 Notice of MA Recommendation (10 days)

Legal Hearing Request

- Notice of Proposed Hearing Officer
- Notice of Original Hearing Date (90 days)
- Hearing Before Hearing Officer
- Hearing Officer Report Issued and Board Hearing Scheduled (45 days)

Step 7 Legal Hearing Requested? (within 14 days of receipt of MA Recommendation)

No

Yes

"Original Hearing Date"

Step 8 Disability Unit Board Preparation

Step 9 Board Action

Step 10 Disability Retirement Granted?

Yes

No

Step 11 Appealing the Board's Decision (90 days)
 Option for Writ Filed In Court
 Administer Writ Process

Final Calculated and Benefit Setup (60 days, depending on employment status)

END of Application Process

Step 12 Reexaminations

The number of days shown are provided as an estimate of the time it takes to process a Disability Application. This process timeline is provided for informational purposes only, and may vary depending on individual circumstances.