



OFFICE OF HUMAN RESOURCE ADMINISTRATION  
Kingston, Rhode Island  
02881-1819  
401.874.9054

DATE:

To Whom It May Concern:

Please complete the Long-Term Disability information below regarding your former employee so that we may determine if the employee's prior plan meets the RIBOG Long-Term Disability plan requirements to waive the one year waiting period.

This information must be received within 30 days of an individual's date of hire at the University of Rhode Island.

Please provide the information below so we may determine the eligibility status for:

Employee Name \_\_\_\_\_

Prior Employer \_\_\_\_\_

Long-Term Disability Carrier \_\_\_\_\_

Period Covered on Long-Term Disability \_\_\_\_\_  
(RIBOG requires proof employee was insured within three (3) months of URI date of hire)

Employment Separation Date \_\_\_\_\_  
(URI eligibility/hire date \_\_\_\_\_)

Provision for Income Benefits \_\_\_\_\_  
Example: RIBOG plan provides income benefits for five (5) or more years

Signature of Prior Employer \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Signature \_\_\_\_\_

Thank you for your time in completing this information. Please return to me at URI, Human Resources Administration / Employee Benefits, 80 Lower College Road, Kingston, RI 02881.

Sincerely,

*Pamela Sherman*

Pamela Sherman  
Employee Benefits Specialist  
University of Rhode Island  
Human Resources Administration