

# Disability Application Procedures for the Firemen's Annuity and Benefit Fund of Chicago (FABF)

*Any member of The Chicago Fire Department applying for disability should begin the process by following the timeline as a guide to assist in having your application for disability reviewed in a timely matter:*

- At approximately **9 months into the allowed 12 month layup period**, Chicago Fire Department members should complete the following: an exit interview with CFD personnel; a final review at CFD medical; and sign an Authorization for the Release of Medical Information for the release of medical records to FABF of Chicago.
- Upon completion of the final medical review and exit interview CFD members should contact Ms. Shontrese Jackson at FABF (312) 726-5823 to schedule an appointment to **make an application for disability at least 2 months** prior to their exit date. ***(Must have End of Employment Form from personnel at the time of application)***
- The process of making an application, being evaluated by the Fund's Physician and appearing before the Board for a hearing takes approximately **3 months** to complete. Your appointment with the Fund's Physicians Dr. Peters is usually the same month as your 8:00 am date, but can also be the next month.
- Your hearing will be scheduled approximately **1 month** after your appointment with the FABF Physician as long as all medical documentation pertaining to your injury or illness has been received in an adequate amount of time prior to your hearing. In the event that all your medical documentation has not been received prior to your hearing, it may result in your hearing being deferred until the next month.
- The Fund may assign a case manager to assist in the review of your disability claim. Your case manager may contact you for medical updates as well as scheduling other appointments, etc. It is important that you comply with her requests.
- ***If you have any questions regarding the disability process, please contact Lucy Medina, Shontrese Jackson or Lori Lund at the Fund's office @ 312 726-5823.***