



on the case

A quarterly newsletter for invalidity case managers and HR personnel about CSS and PSS members

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Contact details

If you wish to talk to an Invalidity Case Officer please contact the Employer Services Desk on **1300 338 240** who will arrange to transfer you to the Invalidity Assessment Unit.

Requests for information about cases in progress can be emailed to ComSuper at:

- > invalidity.assessment@pss.gov.au
- > invalidity.assessment@css.gov.au
- > cmaps@comsuper.gov.au
- > adic.claims@comsuper.gov.au

This newsletter was prepared by Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243 AFSL: 238069 RSE Licence No: L0001397, Trustee of the Public Sector Superannuation Scheme (PSS) ABN: 74 172 177 893 RSE: R1004595 and the Commonwealth Superannuation Scheme (CSS) ABN: 19 415 776 361 RSE: R1004649.

Pre-assessment payments (PAPs)

Q.

What are pre-assessment payments (PAPs)?

A.

PAPs are payments made to some members of the PSS and CSS who are applying for invalidity retirement, to provide a form of income while ComSuper is investigating their invalidity applications.

Q.

Who is eligible for PAPs?

A.

Any PSS or CSS member who is applying for invalidity retirement; has been off work continuously for 28 days or more; is not receiving on-going compensation payments; and has used all their paid sick leave credits; and for PSS members, is not a limited benefits member.

Q.

Where can I find the PAPs application form?

A.

There is no separate application form for PAPs. To determine PAP eligibility, we use the information you provide on the **Invalidity application form (Form SPC)** and supporting medical evidence.

Q.

What is meant by compensation payments?

A.

Compensation for PAPs purposes means regular compensation payments for the same condition for which your employee is seeking invalidity retirement, but does not include third party payments or Military compensation.

Q.

Does the granting of PAPs mean that the invalidity retirement will be approved?

A.

No. It is very important that your employee understands that PAPs are a temporary form of income until a decision is made, and does not guarantee that invalidity retirement will be approved. We will approve PAPs if the evidence indicates that there is a real likelihood that your employee will be totally and permanently incapacitated (TPI). This is a lesser test than the more stringent criteria for invalidity retirement, which is that the employee is TPI.

Q.

Will PAPs be taken out of the employee's future superannuation payouts?

A.

No. PAPs are a benefit in their own right, and are not deducted from any invalidity benefit which might become payable. The only time that PAPs have to be recovered is if they have been overpaid in error or an overlapping period has been created by backdating the invalidity retirement date.

Q.

What if my employee does not want to accept PAPs?

A.

We do not have any discretion in considering eligibility for PAPs – if your employee is eligible, we are obliged to determine that PAPs should be paid. However, we cannot pay the money if they refuse to accept it. We ask that you advise your employee that once an entitlement to PAPs has been established, the amount of PAPs to which they are entitled will still be taken into account by Centrelink and DVA in adjusting disability or service pensions even if they are not actually receiving the cash.

Q.

How do I calculate the correct rate of payment of PAPs?

A.

If PAPs are approved, we will send you a letter with instructions about how to calculate the correct rate of payment. For PSS members we will give you the annual amount; for CSS members we will give you the percentage of salary payable as PAPs. You may also use the automatic calculator which we have included on the PSS and CSS websites in the **For Employers section**, under **Toolkit**.

Remember also that you must deduct superannuation contributions and any ADIC payments at the normal rate.

Q.

What if my employee accrues more sick leave?

A.

If your employee wishes to use accrued paid sick leave, you must ensure that PAPs are ceased for that period. An easier option may be to allow your employee to save these new sick leave credits and then use them when PAPs have ceased. Ultimately, the way you disburse new sick leave credits is decided by the terms of your workplace agreement.

Q.

What if they want to take paid recreation leave?

A.

You will also treat this situation as your workplace agreement dictates. Again, PAPs should be stopped for the period of the paid leave.

Q.

Do I have the right to cease PAPs?

A.

If your employee resigns or retires during an invalidity investigation or returns to work, you should stop paying PAPs from close of business on their last day, or date of return to work. We would notify you if PAPs were to be ceased for any other reason, such as non-compliance in undergoing required medical or rehabilitation treatment, or when the delegate of the Trustee has made a decision on the case. In these instances, we will nominate the date on which you need to cease paying PAPs.

Q.

How do I claim reimbursement of PAPs paid to my employee?

A.

You should send your reimbursement claims at six monthly intervals or earlier if the case is completed. You must use the correct claim forms or we will not be able to verify that your claim is correct. The form is the automatic reimbursement calculator in the Toolkit section of the website. Remember that you must send a tax invoice with every claim.

New approved medical practitioners (AMPs)

If you are helping an employee who is applying for invalidity retirement, you are required by the superannuation legislation to refer them for a medical examination by an approved medical practitioner (AMP).

You may also use these AMPs for medical assessments for partial invalidity pension applications and any other medical matters related to their superannuation, such as re-entry medical examinations. Here is the list of current medical-legal service providers.

MedHealth Pty Ltd (MLCOA)

Bookings for all states can be made through the website:
www.mlcoa.com.au

Medibank Health Solutions (MHS)

Bookings for all states can be made through the website:
www.medibankhealth.com.au/government.asp

Medico Legal Opinions (MLO)

It is a division of the Recovre group – www.recovre.com.au

Bookings

Telephone: **1300 181 324**

Email: admin@medicolegalopinions.com.au

eReports

Bookings

Telephone: **1300 130 963**

Email: admin@ereports.com.au

If you have questions or any feedback about our new medico-legal service providers, please contact us at:
invalidity.assessment@pss.gov.au or
invalidity.assessment@css.gov.au