

Eligibility Questionnaire

Group Name: _____

Employee Name: _____

Indicate the following:

1. The last date employee worked prior to going on medical leave: _____

2. The date the employee returned to work: _____

3. Specify how the employee maintained eligibility during their absence from work: (Sick Leave, Vacation, FMLA, Disability, COBRA, etc)?

4. Please indicate dates for each type of leave:

5. *If the employee was enrolled through COBRA, please send copy of COBRA election form and premium payments.*

6. *If the employee was on Family Medical Leave (FMLA,) please submit a copy of signed FMLA form.*

7. Was the employee on permanent total disability? _____

8. If yes, was disability approved and determined by Social Security Administration?

9. In what capacity did the employee return to work?

full-time _____ part-time _____

10. Please provide documentation of premiums paid during any and all leaves of absence.

Signed: _____

Date: _____

Title: _____

Failure to complete this form could delay claim payments.

Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.