

Income Continuation Insurance (ICI) Claim Process

- Employee verifies enrollment in ICI by contacting their [institution's human resources office](#) or visiting [MyUW Portal](#) .

***Employees should not contact The Hartford to verify enrollment.
The Hartford does not maintain enrollment information in their system.***

- Employee calls The Hartford at 1-800-960-0052 to file a claim ([ET-5106](#) Claim Filing Instructions).
- Employee may file a paper claim and submit it to ETF ([ET-5352](#) Income Continuation Insurance Paper Claim Form)
- The Hartford sends the employee a packet with a medical release form.
- Institution receives [ET-5351](#) Income Continuation Insurance Employer Statement to complete and return to ETF.
- The Hartford sends written notification of their decision to the employee and institution.

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- UW System ICI webpage:
<https://www.wisconsin.edu/ohrwd/benefits/disability/ici/>
- HR/Benefits Administrative Resources>Benefits Administration>Guideline Documents>Leave/Disability:
<https://www.wisconsin.edu/ohrwd/admin/benefits/guideline-documents/>
- ETF ICI Claim References:
 - ET 5106 <https://etf.wi.gov/publications/et5106/download?inline=>
 - ET 5352 <https://etf.wi.gov/publications/et5352/download?inline=>
 - ET 5351 <https://etf.wi.gov/publications/et5106/download?inline=>
 - ET 2106 <https://etf.wi.gov/publications/et2106/download?inline=>