

# The Fund Office Report

## Important News About Your Employee Benefit Programs in the Construction Trades Branch of Steamfitters' Local 638

The Steamfitters' Industry Fund Office, 27-08 40th Avenue, 2nd Floor, Long Island City, NY 11101-3725  
Telephone: (212) 465-8888 E-mail: [FundOffice@steamny.com](mailto:FundOffice@steamny.com) Website: [www.steamfitters.com](http://www.steamfitters.com)

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### Vacation Plan Payout Checks

The semiannual Vacation Plan disbursements will be processed the second week of April. For those members who have enrolled in direct deposit, otherwise known as Electronic Fund Transfer (EFT), disbursements will be processed on Wednesday, April 6th and the funds should be received in your bank account on file on Thursday, April 7th. For those members who will be receiving a check by mail, checks should be processed and mailed from the Fund Office by Friday, April 8th. You should receive the check by Friday, April 15th, at the latest.

Please remember, you may enroll at any time to have your benefits paid by the Fund Office through direct deposit. To enroll in direct deposit, you can find the EFT Authorization Form online at [www.steamfitters.com](http://www.steamfitters.com) in the Forms section or call the Fund Office at (212) 465-8888, option 9 to be mailed a copy of the form. To enroll in direct deposit directly on the member self-service link, go to [www.steamfitters.com](http://www.steamfitters.com) and select Construction Trades Benefits and click on "Member Login".

For those members who have direct deposit and have changed or closed the account on file, please contact the Fund Office at the above number immediately.

#### ACTIVE PARTICIPANTS

### Disability Status Program

The Disability Status Program (DSP) is designed to help covered active participants maintain eligibility for up to three years maximum if you become unable to work due to a medical condition or injury. The DSP can protect you from losing coverage if your illness or injury prevents you from working. As a prerequisite to the DSP application process, you must be covered in the Welfare Fund at the time of your injury or illness, have at least ten years of service in the Pension Fund (unless you're an apprentice), earned at least one year of credit within the three years prior to your disability event, and have been covered for at least ten of the 40 calendar quarters immediately preceding the date your DSP application is received by the Fund Office.



Under the rules of the Welfare Fund, you must report any injury on or off the job which will affect your ability to work to the Fund Office as soon as possible. Your completed DSP application must be received within thirty (30) days of the accident or illness. You will be required to undergo an independent medical examination as part of the process prior to Trustee approval. If you have any questions about the DSP please call the Welfare Department at (212) 465-8888, menu option 4.

### Thinking About Retirement?



If you are thinking about retirement, we encourage you to make an appointment to schedule an interview with the Pension Department. If you already know when you want to retire, be sure to contact the Pension Department at least 3 months prior to your retirement date in order to receive your pension application materials. The application must be completed at least 30 days, but no more than 180 days prior to the effective date.

Also, please be aware that the Pension Fund must verify your age and your legal marital status when you apply for retirement. Make sure to have documentation for you and your spouse; if you are married. Acceptable documents for date of birth and/or marriage are: birth certificates, passports, baptismal certificates, immigration or naturalization papers, marriage certificate and/or a marriage license. If you do not have any acceptable documentation, you should obtain copies of these prior to submitting your retirement application.

# Security Benefit Fund Financial Assistance Benefit



For any part of a month in which you are unable to work as a steamfitter, the Fund will distribute to you in an amount not to exceed your account balance for your unpaid home mortgage, maintenance fees, rent, or property taxes on your primary residence for that same month. You must submit documentation supporting your financial assistance request such as an unpaid mortgage invoice, co-op fee statement, property tax bill, or rental invoice. These documents must be in you or your spouse's name only. Furthermore, you must also submit documentation of your Unemployment, Disability, Workers' Compensation, or Inpatient Substance Abuse Rehabilitation benefits for a week ending period in that month in order to reimburse you for that month.

For example, if your wage replacement disbursement is for the period of July 26th through August 1st (thus, the week ending period of this disbursement is August 1st) disbursement for Financial Assistance would be for the month of August even if most of the period was in July.

For more information on this or any other benefits offered, please contact the Fund Office at (212) 465-8888, menu option 8, for the Disbursements Department.

## HIPAA—Your Privacy & Your Rights

The Steamfitters' Industry Welfare Fund (the "Fund") is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

- The Fund's uses and disclosures of Protected Health Information (PHI);
- Your right's to privacy with respect to your PHI;
- The Fund's duties with respect to your PHI;
- Your right to file a complaint with the Fund and with the Secretary of the U.S. Department of Health and Human Services, and;
- The person or office you should contact for further information about the Fund's privacy practices.



The **FULL notice** can be found online at:

<http://www.steamfitters.com/ctb-welfare.aspx?zone=CTB-WelfareFund&pID=3770#p34770%3E%3Ctarget=>

This notice provides details about how we collect, handle and share your personal information, as well as how you can limit this sharing. Your existing privacy choices will remain in effect unless you notify us that you would like to change them.

## Demographic Information

In order to be kept up to date with all the latest news and information from the Fund Office, please ensure that all your contact information such as home phone number, cell phone number, and email address are correct. You can change and update this information anytime using the member login section of steamfitters.com or using My Fund Office app on your mobile device or tablet.

## Steamfitting Industry Assistance Program (SIAP)



The Assistance Program helps members and their families dealing with alcoholism, drug abuse, misuse of prescription drugs and with emotional problems. Please contact our director, Roger Ross at (212) 563-0342.

***Please be assured that all calls are kept STRICTLY CONFIDENTIAL.***