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Clayton Klenke

**COMMISSION ON GOVERNMENT FORECASTING  
AND ACCOUNTABILITY**

802 Stratton Ofc. Bldg., Springfield, IL 62706  
217/782-5320 Fax: 217/782-3513  
[cgfa.ilga.gov](http://cgfa.ilga.gov)

**DEPUTY DIRECTOR**

Laurie Eby

May 1, 2022

To: Employers under the PSEBA Act

Public Act 98-0561 requires the Commission on Government Forecasting and Accountability (CGFA) to collect certain information pertaining to benefit recipients under the Public Safety Employee Benefits Act (PSEBA, which is commonly known as "catastrophic injury insurance"). P.A. 98-0561 was signed into law on August 27<sup>th</sup>, 2013. As an employer covered under this Act and under the PSEBA statute (820 ILCS 320), you are required to assist CGFA in collecting information from PSEBA recipients via the "PSEBA Recipient Reporting Form". You are also required to complete the "Employer Subject to PSEBA Reporting Form". Both of these forms are included in this mailing, and both forms are available on the Commission's website <http://cgfa.ilga.gov/Resource.aspx?id=1664>. **If you have completed the Employer Form previously and if there have not been any updates to the information previously provided to us, only include Employer information for the past three Fiscal Years on the FY 2022 form.**

Under P.A. 98-0561, you, the employer, are responsible for disseminating the "PSEBA Recipient Reporting Form" to persons who are receiving PSEBA benefits from your unit of government. You are also responsible for collecting the completed "PSEBA Recipient Reporting Form" from PSEBA recipients and submitting this document to CGFA. The manner in which you disseminate the "PSEBA Recipient Reporting Form" to PSEBA beneficiaries is entirely up to you. You can make the "PSEBA Recipient Reporting Form" available on your municipal/county/fire protection district website; you may send it to PSEBA recipients via e-mail, or you can send it to PSEBA recipients via U.S. Mail. It is our preference that PSEBA beneficiaries complete the form electronically, although this is not necessary, and hand-written responses will suffice for those PSEBA beneficiaries who are unwilling or unable to complete the form electronically. In cases where PSEBA beneficiaries complete the "PSEBA Recipient Reporting Form" by hand, we would ask that you scan the documents and submit them via e-mail to our PSEBA project manager, Anthony Bolton, at [AnthonyB@ilga.gov](mailto:AnthonyB@ilga.gov).

Below are the key dates for completion of this project:

- PSEBA beneficiaries must complete the "PSEBA Recipient Reporting Form" and submit it to the employer providing PSEBA benefits within 60 days of receipt of the form. Please note that PSEBA


beneficiaries should NOT submit the “PSEBA Recipient Reporting Form” directly to CGFA. We would ask that you please make this clear to PSEBA recipients in whatever manner you choose to communicate with them.

- If PSEBA beneficiaries fail to submit a completed “PSEBA Recipient Reporting Form” to the employer within 60 days, the employer is required to notify the PSEBA recipient of non-compliance and provide an additional 30 days to submit the required form. P.A. 98-0561 prescribes financial penalties for PSEBA beneficiaries who fail to submit the “PSEBA Recipient Reporting Form” in a timely manner. We encourage employers to review the language of the Act to become familiar with these penalties before sending the “PSEBA Recipient Reporting Form” to PSEBA beneficiaries.
- Please note that you, the employer, have the responsibility for determining if a PSEBA beneficiary has not complied with the 60-day window for completing the form. CGFA will not make any administrative determinations as to beneficiaries’ failure to comply with the 60-day timeframe for completion of the “PSEBA Recipient Reporting Form”. Hence, any financial penalties that are assessed to a PSEBA beneficiary for not meeting the 60-day deadline will be assessed by you, the employer, and not CGFA.
- Employers are required to submit the “PSEBA Recipient Reporting Form” to CGFA within 30 days after receiving the completed form from the PSEBA recipient.
- Employers are required to submit the “Employer Subject to PSEBA Reporting Form” to CGFA within 120 days after receipt of this form. Again, it is our preference that employers submit these forms electronically and e-mail them to [AnthonyB@ilga.gov](mailto:AnthonyB@ilga.gov).
- All employers subject to the PSEBA Act who do not have any PSEBA Recipients are still required to send a copy of the “Employer Subject to PSEBA Reporting Form” to CGFA within 120 days after receipt of the “Employer Subject to PSEBA Reporting Form”, though you should write ‘none’ or ‘N/A’ on the form in regards to the number of recipients within your jurisdiction.

If any questions should arise regarding any of the foregoing items, please contact Anthony Bolton at CGFA at 217-785-3014, or via e-mail at [AnthonyB@ilga.gov](mailto:AnthonyB@ilga.gov), between the hours of 9:00 AM and 4:30 PM, Monday through Friday.

Thank you for your assistance and cooperation in fulfilling this statutory requirement.

Sincerely,

A handwritten signature in dark ink, appearing to read "Clayton Klenke", is written over a light gray rectangular background.

Clayton Klenke  
Executive Director

CK/DH:lk  
PSEBA Employers Letter 2022