



## MISSOURI FIRE FIGHTERS CRITICAL ILLNESS POOL

### INSTRUCTIONS AND CHECKLIST TO JOIN THE POOL

- It is up to the determination by the Member organization as to which employees are *in the direct provision of fire protection services*, which may include dispatch, mechanics, community outreach personnel, and others.
- Eligibility for covered individuals requires five years of service, from any department, with no more than a one year lapse of service.
- [Our quick calculator](#) is provided for rough calculation of the current year contribution.
- Proposals can be provided upon receipt of your estimated number of eligible full-time, part-time and volunteer employees. Fill out and submit [our quote form](#), and a representative will reach out to you.
- Completion of [the Census Roster](#), listing your actual eligible first responders, is required before binding. Coverage is limited to declared individual(s) listed on the roster, except newly eligible after enrollment. If you are an FFAM Member applying during the Open Enrollment Period of October 1 - December 31, please use this [Roster for Applicants](#).
- The [Required Actions for Pool Participation by an Agency](#) or [Required Actions for Pool Participation by an Individual](#) (Required Actions by an Individual is for FFAM Members during Open Enrollment Only) must be implemented, maintained, and signed by the appropriate parties.
- [The District Resolution](#) or [Municipal Ordinance](#) document as well as the [Trust and Pool Agreement](#) must be signed and received by the Pool Administrator prior to participation being effective. A checklist for completion of these documents is available [here](#).
- All members must designate a [Member Representative and Alternate Representative](#).
- Payment is required before coverage can be bound.

All the documents linked above can be found at [mffcip.org](http://mffcip.org). Please email [mffcip@thomasmcgee.com](mailto:mffcip@thomasmcgee.com) with any questions.