

DC PAID FAMILY LEAVE: Online Application Step-by-Step Process

The application for DC Paid Family Leave (DC PFL) can be a bit overwhelming. We have created this step-by-step document to help you navigate the process. Below you will find images and steps on what to expect when applying for DC Paid Family Leave.

When to apply?

In order to receive full benefits, you should apply as soon as possible after a qualifying event occurs.

Apply through the Office of Paid Family Leave online, by phone, or at an American Jobs Center within 30 days of the event.

Example: Parental Leave

Benefits: 12 weeks of paid family leave.

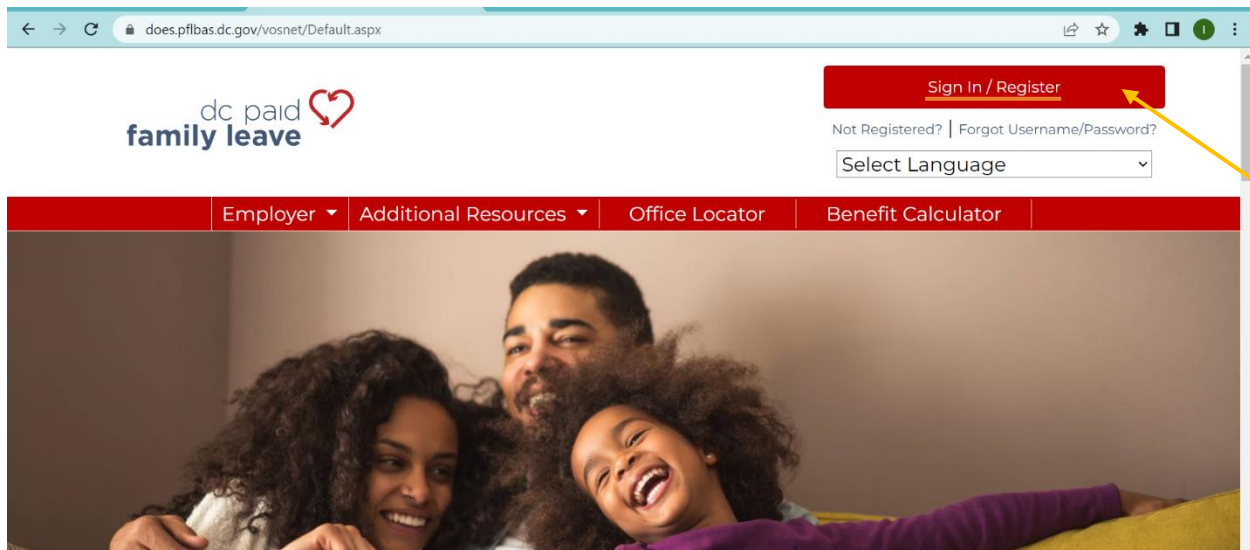
DC PFL Office number: 202-899-3700 (Apply by Phone Call)

DC PAID FAMILY LEAVE: Online Application Step-by-Step process

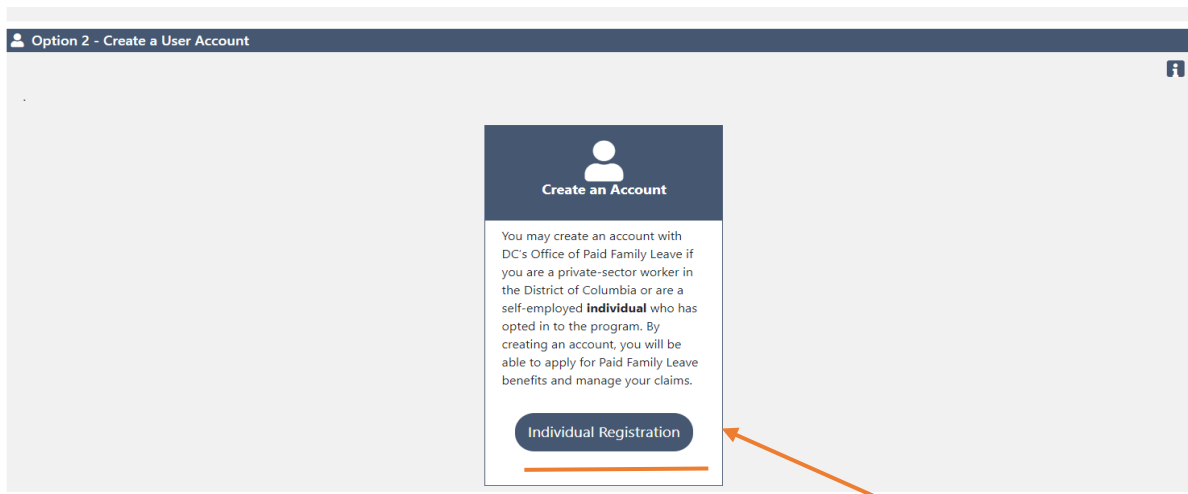
Step 1:

<https://does.pflbas.dc.gov/vosnet/Default.aspx>

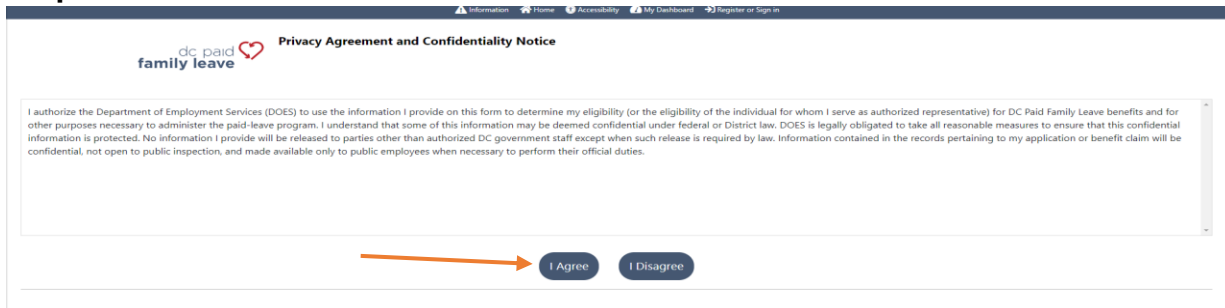
Click -> Sign In / Register.



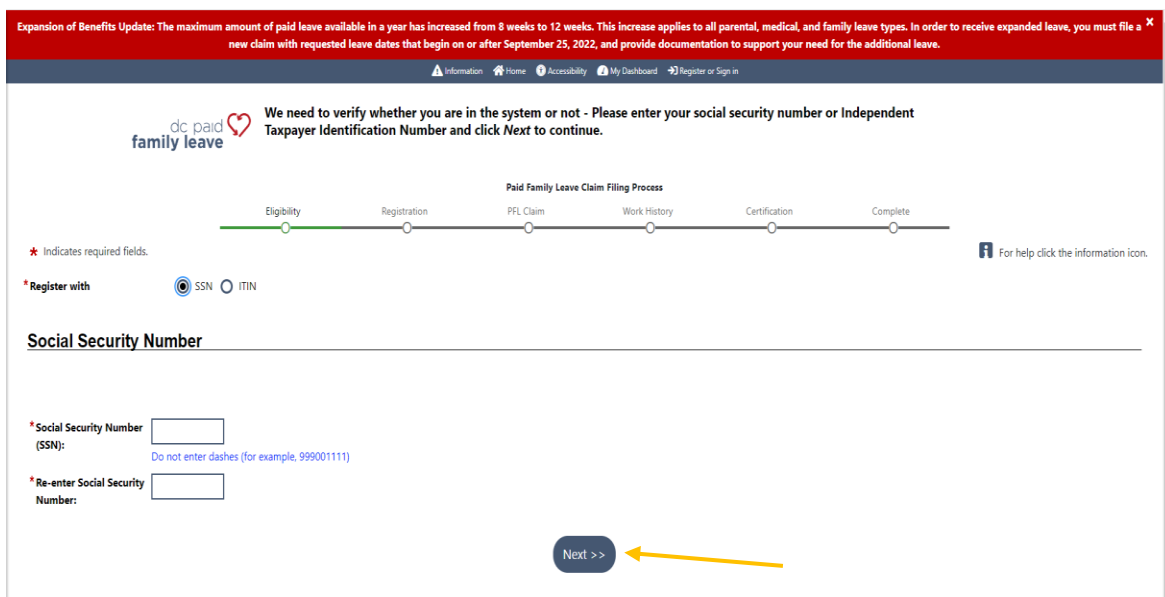
Step 2: Click on option 2 – Create a User Account / Individual Registration



Step 3: Click – I AGREE



Step 4: Fill out – the form – SSN or ITIN -> Click next ->



Step 5: Login information: username, password, security question, question response and PIN ID. Click -> next

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

Paid Family Leave Claim Filing Process


Eligibility Registration PFL Claim Work History Certification Complete


* Indicates required fields. For help click the information icon next

Please do not use any Personally Identifiable Information (PII) as your user name (e.g. SSN or ITIN). You will need your user name and password for all future activities in the system. To ensure account security, we strongly urge you to keep your password in a secure place and to not share this information with anyone for any reason.


Login Information


* User Name:

* Password: 
Enter Password (12 - 64 characters, and must include at least one uppercase and one lowercase letter. Allowable characters are # \$ % ^ _ ! * - .

* Confirm Password: 

* Security Question:

* Security Question Response: 
Special characters are not allowed.

PIN ID: 
Enter a 4 digit number

Step 6: Primary Location and email address and demographic information click -> next

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

Enter a 4 digit number

Primary Location Information

* Country:

* Please enter your zip code: [Find zip code \(Opens in a new window\)](#)

E-mail Address

* Primary E-mail:

* Confirm Primary E-mail Address:

Demographic Information

*Date of Birth: (MM/DD/YYYY)

Age:

*Gender: Female Male Prefer to self-describe

Next >>

Return to Home

Step 7: First name and last name. Click -> next

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to file a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

dc paid family leave Please enter the following contact information and click the Next button when you are finished.

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields.

Name

*First Name:

Middle Initial:

*Last Name:

<< Back Next >>

Return to Home

Step 8: Residential address and mailing address. Click -> next

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to file a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

dc paid family leave Please enter the following information below and click the Next button when you are finished.

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click the

Residential Address

This is where you live.

*Address Line 1:

Address Line 2:

Apt #, Lot #, Building #, Suite #

*Zip Code: [Find zip code \(Opens in a new window\)](#)

*City:

*State:

Ward / Borough: [\[Ward Lookup\]](#)

*Country:

*Address Validation: Original Suggested

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, you must file a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

20171

Mailing Address

This is where you receive your mail.

Use residential address

* Address Line 1:

Address Line 2:

Apartment, Lot #, Building #, Suite #

* Zip Code:

* City:

* State:

* Country:

* Address Validation: Original Suggested

Herndon
VA
20171

<< Back Next >>

Step 9: Primary Phone / Alternate Phone. Click -> next

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, you must file a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

dc paid family leave

Please enter the following information below and click the Next button when you are finished.

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click the information icon next to

Phone Numbers

* Primary Phone: - - Ext:

* Primary Phone Type:

Alternate Phone: - - Ext:

Alternate Phone Type:

<< Back Next >>

Return to Home

Step 10: Preferred Notification Method

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, you must file a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

dc paid family leave

Please enter the following information below and click the Next button when you are finished.

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click

Preferred Notification Method

* How would you prefer to receive notifications and communications?

Go paperless by selecting email or internal message as your preferred method of communication. Using these methods will provide you with real-time notifications and updates.

Step 11: Ethnic origin, race, language preference and marital status

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

dc paid family leave **Please enter the following information below and click the Next button when you are finished.**

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click the i

Ethnic Origin

* Are you of Hispanic or Latino heritage? Yes No I do not wish to answer

Race

* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Language Preference

* Do you require assistance in a language other than English? Yes No

Marital Status

* What is your marital status?

<< Back Next >> Return to Home

Step 12: Payment information. If you choose direct deposit. - In this section you have to provide your bank account information such as: routing number and account number.

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, a new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

dc paid family leave **Please answer the questions below and click the Next button to continue.**

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click the i

Payment Information

* What type of benefit payment would you like to receive? Direct Deposit Prepaid Debit Card

Step 13: Electronic Tax form consent: is the option to withhold federal taxes. "Any Paid Family Leave benefits you receive count as income subject to federal taxes. You can opt to have those taxes withheld now, similar to your regular paycheck, or you can decline withholdings. If you decline withholdings, you will have to pay any federal taxes you owe when you file your tax return at the end of the year."

Form 1099G is a tax form that is being used to report the benefits you received in a tax year. You may consent to receive the 1099G tax form electronically instead of in the mail.

This choice is optional. If you don't want to consent, you will receive it by mail to the address that you provide in this application. You may withdraw your consent at ANY TIME by changing your account preferences using this portal or by contacting the office of Paid Family Leave.

Tax withholding and authorized representative. Click next.

Expansion of Benefits Update: The maximum amount of paid leave available in a year has increased from 8 weeks to 12 weeks. This increase applies to all parental, medical, and family leave types. In order to receive expanded leave, you must new claim with requested leave dates that begin on or after September 25, 2022, and provide documentation to support your need for the additional leave.

Information Home Accessibility My Dashboard Register or Sign in

Electronic Tax Form Consent

* The Form 1099G is a tax form we use to report the benefits you received in a tax year to you and to the appropriate tax authorities. You may consent to receive the 1099G tax form electronically instead of in the mail. This choice is optional. If you do not consent, we will mail the 1099G to you at the close of the tax year to the address we have on file for you in your account preferences. If you do consent to receive the 1099G electronically, your consent will apply to the benefits you receive for all claims you with the Office of Paid Family Leave this year and in all tax years in the future. You may withdraw your consent at any time by changing your account preferences using this portal or by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700. When a 1099G has been created for you, we will send you a notice by email using the email address you have set in your account preferences that your tax form is ready to view, save, and print in the online portal. You may update this email address at any time using this portal or by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700. In order to receive the electronic 1099G, you must be able to access your account online using this online portal and have the ability to download, view, and print PDF documents. You will have access on this portal to your past electronic 1099Gs for a period of at least seven (7) years. Even if you do provide consent, you may request a paper copy of your 1099G at any time by contacting the Office of Paid Family Leave by email at does.opfl@dc.gov or by phone at 202.899.3700.

I consent to receive the 1099G electronically for all tax years until I withdraw my consent.

I do not consent to receive the 1099G electronically and wish to receive the 1099G by mail.

Tax Withholding

* Do you want Federal Tax withheld? Yes No
(If yes, it would be 10.00% of the weekly benefit amount):

Authorized Representative

An authorized representative is someone who is allowed to submit and manage Paid Family Leave claims on your behalf. You are not required to choose an authorized representative, but you may do so if you want. Adding an authorized representative will require staff review and approval before your claim can be activated and payments made.

Would you like to choose an authorized representative now? Yes No

Step 14: Information about DC PAID FAMILY LEAVE

Home My Dashboard Register or Sign in Quick Search

Please enter the following information below and click the Next button when you are finished.

dc paid family leave

Paid Family Leave Claim Filing Process

Eligibility Registration File Claim Work History Certification Complete

* Indicates required fields. For help click the information icon.

Who is eligible for Paid Family Leave benefits?

In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC or have been self-employed and performed work in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you.

What events qualify for Paid Family Leave benefits?

There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than eight (8) weeks of Paid Family Leave benefits in a year. The three (3) types of leave for which you may receive benefits are:

1. Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 6 weeks in a year; and
3. Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

What benefit amount does DC Paid Family Leave provide?

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

Does DC Paid Family Leave provide job protection?

The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. When these harmful actions were taken because you applied for or claimed Paid Family Leave benefits, they are known as "retaliation." If you believe you have been retaliated against, you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov

You may be eligible for job protection under the DC Family and Medical Leave Act (DCFMLA). For more information on DCFMLA, please visit the following web address: www.dhr.dc.gov

Click Next to proceed to the next screen.

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NEXT SECTION IS FILING THE CLAIM

[CLICK YES ->](#) because you want to file a Paid Family Leave claim at this time

The screenshot shows the 'dc paid family leave' website interface. At the top, there is a navigation bar with 'Home', 'My Dashboard', 'Sign Out', and 'Services for Individuals'. A search bar is on the right. A left sidebar contains a 'Menu' with categories like 'My Individual Workspace', 'Quick Menu', 'Services for Individuals', 'Other Services', and 'Document Management'. The main content area features the 'dc paid family leave' logo and a progress bar for the 'Paid Family Leave Claim Filing Process' with steps: Eligibility, Registration, PFL Claim, Work History, Certification, and Complete. Below the progress bar, there is a 'Claim Filing' section with instructions and a question: 'Do you wish to file a Paid Family Leave claim at this time?' with radio buttons for 'Yes' and 'No'. An orange arrow points to the 'Yes' button. At the bottom, there are '<< Back' and 'Next >>' buttons.

Which type of covered event are you submitting a claim for?

Click -> **PARENTAL LEAVE** (you can receive benefits for up to 12 weeks in a year)

Which type of leave schedule are you submitting a claim for?

*Remember to choose the best option for you: continuous leave or intermittent.

Continuous Leave, is also called Full-Time Leave, is a full-time leave schedule where you are taking leave and receiving paid family leave benefits. You will remain continuously off from work from the first day to the last day you take leave. Your benefits will continue to be paid on a biweekly payment schedule until you have reached the limit of your benefits or your claim ends.

Intermittent Leave, is also called Part-Time Leave. You may choose to do this when you plan to perform work and take leave during the same period of time. While receiving intermittent leave benefits, you can go to work on some days during a week and take leave for which Paid Family Leave benefits are payable on other days during that same week. You cannot work and receive benefits on the same day of the week.

The screenshot shows the 'dc paid family leave' website interface, specifically the 'Paid family leave types' section. The progress bar at the top indicates the current step is 'Registration'. The main content area contains two questions with radio button options. The first question is 'Which type of covered event are you submitting a claim for?' with options: Parental Leave (you can receive benefits for up to 8 weeks in a year), Family Leave (you can receive benefits for up to 6 weeks in a year), and Medical Leave (you can receive benefits for up to 2 weeks in a year). The second question is 'Which type of leave schedule are you submitting a claim for?' with options: Continuous Leave (full-time leave during which you will be off work for the whole period while on leave) and Intermittent Leave (part-time leave during which you can work on some days and take leave on other days). Two orange arrows point to the 'Parental Leave' and 'Continuous Leave' options respectively. At the bottom, there are '<< Back' and 'Next >>' buttons.

Information about your Parental Leave Event:

dc paid family leave

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

• Indicates required fields. For help click the information icon.

Information about your Parental Leave Event

* What was the date on which your child was born or placed with you?

* How many days do you regularly work per week from all sources of employment?

This will be your "regular workweek". For your "regular workweek", you only have to choose a number of days per week; you do not need to say which specific days are your regular workweek, like Monday or Wednesday. If you do not have a regular workweek because your work schedule changes often from week to week, you still need to choose a number of days per week to be your "regular" schedule while receiving PFL benefits. The default number of days is 5. If you don't know, or your schedule regularly changes, you can put 5.

* Do you regularly work on Saturdays or Sundays at any job? Yes No

Choose Leave Dates

Click on **CHOOSE LEAVE DATES**: [*Read the instructions first.](#)

You must choose specific future days on which you will be on leave. Each date you choose must be a day of the week you regularly work.

Calendar

Instructions:
In order to apply for benefits, you must choose specific future days on which you will be on leave. You have one 7-day waiting week on your first claim in a one-year period. If you have a waiting period, your waiting week has been automatically excluded from the dates you are allowed to choose below. If, after applying for benefits, your needs change and you will be out of work on different days than those you first chose, you may be allowed to make changes to your claim in the future through your claimant account.

To select your requested leave dates, click on each date separately, one by one. Each date you choose must be a day of the week you regularly work. For example, if you regularly work Mondays through Fridays, you should not choose dates that are Saturdays or Sundays.

The number of days in your workweek will limit the number of days per week you may choose for that week. Make sure to select the full number of days in your workweek in order to receive benefits on a continuous leave schedule. If you choose to start or end your leave in the middle of a workweek, you may choose fewer days for your first or last weeks of leave to match the days you will actually be out of work during those weeks.

July 2020						
S	M	T	W	T	F	S
4						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Exigent Circumstance: is a situation that prevented you from filing for benefits soon after your qualifying event. *DC PFL accepts claims only in very limited cases.

If you are applying for benefits for past dates of leave, you cannot receive benefits for leave taken *more than 30 days ago* unless you can demonstrate "exigent circumstances" – such as:

- You were physically or mentally unable to submit a claim after a qualifying event, as proven by medical documentation.

- There was no reasonable way for you to submit a claim despite your best efforts. This exception will generally only be acceptable in very extreme cases, such as extreme weather or other large-scale disturbances.

- You were unaware of your right to submit a Paid Family Leave claim because your employer failed to follow the rules about providing notice to you of your rights under the program.

In this example, we didn't experience an exigent circumstance.

Click-> NO , then click -> SAVE

Exigent Circumstances

We do not accept claims for leave dates in the past except in exigent circumstances. An exigent circumstance is a situation that prevented you from filing for benefits soon after your qualifying event. We accept claims for exigent circumstances only in very limited cases. These cases are:

1. You were physically or mentally unable to submit a claim after a qualifying event, as proven by medical documentation. You can submit documents to OPFL showing this to be the case.
2. There was no reasonable way for you to submit a claim despite your best efforts. This exception will generally only be acceptable in very extreme cases such as extreme weather or other large-scale disturbances. You can submit documents to OPFL showing this to be the case.
3. You were unaware of your right to submit a Paid Family Leave claim because your employer failed to follow the rules about providing notice to you of your rights under the program. You may explain the situation in the box below.

In these situations, you may be eligible for benefits for the period after you experienced a qualifying event and before you submitted a claim to OPFL. If you answer Yes to the question below, you may indicate those leave dates in the past in the calendar above and provide an explanation below. If you answer No, click Save to proceed with your claim.

* Did you experience an exigent circumstance that prevented you from submitting a claim soon after your qualifying event? Yes No

Upload Document(s): No file chosen

No records found

INFORMATION ABOUT THE CHILD WITH WHOM YOU ARE BONDING:

Here you have to submit/ upload a proof of your parental leave event, such as: a birth certificate, a hospital admission form given to you, a court document showing custody or a document from adoption.

Information about the child with whom you are bonding

* Legal First Name:

Middle Initial:

* Legal Last Name:

Address Line 1 (if different from yours):

Address Line 2:

Zip Code:

City:

State:

Ward / Borough: [Ward Lookup](#)

* Country:

Primary Phone: - - Ext:

* Date of Birth:

* Gender: Male Female Prefer to self-describe

Child's Social Security Number (if known):

* You must upload proof of your parental leave event. Please indicate which required document you have uploaded.

* Upload Document(s): No file chosen

No records found

ADDITIONAL CLAIM INFORMATION: yes/no questions. Answer these questions.

dc paid family leave

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields.

Additional claim information

* Are you currently receiving unemployment compensation benefits from the District of Columbia or any other state? Yes No

* Are you currently receiving long-term disability payments? Yes No

* Are you currently earning self-employment income as a self-employed individual in the District of Columbia? Yes No

Benefit amount disclosure

* Would you like to authorize the Department of Employment Services to notify your employer of your benefit amount? Yes No

<< Back Next >>

BASE PERIOD EMPLOYMENT HISTORY: this section is really important, make sure this information is accurate.

Paid Family Leave Claim Filing Process

Eligibility Registration PFL Claim Work History Certification Complete

* Indicates required fields. For help click the information icon.

Base Period Employment History

The employers who reported wages for you in your base period are listed in the table below. The base period for your claim, which includes the five (5) completed calendar quarters before your qualifying event, begins 1/1/2019 and ends 3/31/2020. You should see employers from whom you earned wages for work performed in the District of Columbia in your base period. Please review this list to confirm whether the employers listed are correct and that none are missing. Your benefit amount will be based on wages paid only by the employers listed below. If some employers are missing, we do not have reported wages from them, and those wages will not be included in your benefit calculation. You may request that we investigate your missing wages to ensure that your benefit amount reflects your covered wages. If employers for whom you performed work in DC in the five (5) completed calendar quarters before your qualifying event are not listed below, please indicate that by answering the question below.

Company Name	Location	Job Title (Occupation)	Start Date	PFL Claim	Action
[REDACTED]	[REDACTED]	test (Unknown Occupation)	06/20/2020	Claim: [REDACTED] New Effective: 5/10/2020	Edit Delete
Total					

Page 1 of 1 Rows: 25

Additional Employment History

* Are there employers for whom you performed work in DC in the five (5) completed calendar quarters before your qualifying event that are not listed above? Yes No

Next >>

***Please make sure this information is accurate. These wages are really important, they help to calculate the benefit amount that you are going to receive.**

Your Base Period Wages on Record

Your benefit amount is based on the wages your employers paid to you for work performed in the District of Columbia in the five completed calendar quarters before your qualifying event. Those five completed calendar quarters are known as your "base period." The calculation of your benefit amount depends on the wage reports your employers send to us. If your employer does not report your wages to us or reports them incorrectly, your PFL benefits may be incorrectly calculated. In the list below, you should see all of your employers and all of the wages your employers paid to you in your base period for work performed in the District of Columbia. If all of the information looks correct, please indicate that by selecting the appropriate option below. If you believe there is an error, please select the appropriate option, and you will be given the chance to request that we investigate your missing wages on the next page.

Employer	State Source	Q1 1/1/2019- 3/31/2019	Q2 4/1/2019- 6/30/2019	Q3 7/1/2019- 9/30/2019	Q4 10/1/2019- 12/31/2019	Q5 1/1/2020 - 3/31/2020
[Redacted]	DC	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Total						

The highest four quarters will be used for the benefit calculation.

Changes to Your Base Period Wages

* Please select the appropriate option below to indicate whether the employers and wages above are shown correctly:

- These are all of the employers and wages I had for work performed in the District of Columbia between 1/1/2019 and 3/31/2020.
- I had other employment and/or wages for work performed in the District of Columbia between 1/1/2019 and 3/31/2020 that are not shown.
- I did not work at one or more of the employers listed above.

THEN YOU CAN REVIEW YOUR CLAIM:

Paid Family Leave Claim Filing Process

Paid Family Leave Claim Confirmation

[Review My Claim](#)

[Next >>](#)

CERTIFICATION – REQUIREMENTS FOR PAID FAMILY LEAVE BENEFITS

dc paid family leave

Please review the following information below and click the **Next** button below to continue.

• Indicates required fields. [For help click the info icon](#)

Requirements for Paid Family Leave Benefits

Please check each box below to indicate that you have read and understand the following requirements before you continue.

- I understand that I am filing for Paid Family Leave benefits in the District of Columbia.
- I understand that I am not allowed to earn income by performing my regular and customary work on any day for which I am claiming Paid Family Leave benefits.
- I understand that I am not allowed to receive Paid Family Leave Benefits for any period during which I also receive Unemployment Insurance benefits or long-term disability payments and that I must inform the Department of Employment Services if I receive this income during my claim.
- I understand that I will bear the cost, if any, charged by my health care provider or other entity for the completion of any forms or the provision of any documents required to determine my eligibility for benefits.
- I understand that the disclosure of protected health information will only occur: (a) I, or my authorized representative, specifically request access to my (or my family member when applicable) protected health information; (b) by the Department of Employment Services in the performance of official duties; and (c) when required by law.

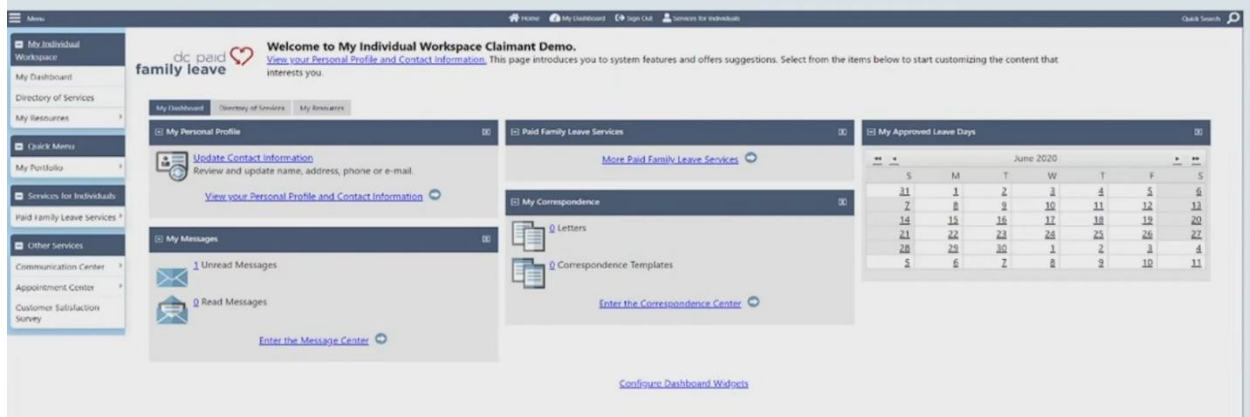
Please check the box below to indicate that you certify the truthfulness of your application.

- I certify that the information I have provided on this application is true, accurate, and complete, to the best of my knowledge.

• **Name:**

VIEW YOUR ACCOUNT:

Here you can check your information, messages and view the progress of your claim.



Note:

Contact us at First Shift Justice Project, if you have any questions regarding the submission process, as we may be able to assist you. However, you may need to contact DC Paid Family Leave Office directly if you have questions regarding website troubleshooting or previously submitted claims.

We can be reached at:

Phone number: 202-644-9043

Email: intake@firstshift.org

Website: www.firstshift.org