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### DI Claim Management Offices

Alameda..... 1600 Harbor Bay Pkwy, Ste. 120  
(write to: PO Box 1857, Oakland, CA 94604-1857)

Chico ..... 645 Salem Street  
(write to: PO Box 8190, Chico, CA 95927-8190)

Chino Hills.. 15315 Fairfield Ranch Road, Ste. 100  
(write to: PO Box 60006, City of Industry, CA 91716-0006)

Fresno ..... 2550 Mariposa Mall, Rm. 1080A  
(write to: PO Box 32, Fresno, CA 93707-0032)

Long Beach ... 4300 Long Beach Blvd., Ste. 600  
(write to: PO Box 469, Long Beach, CA 90801-0469)

Los Angeles ..... 888 S. Figueroa Street, Ste. 200  
(write to: PO Box 513096, Los Angeles, CA 90051-1096)

Van Nuys ..... 15400 Sherman Way, Rm. 500  
(write to: PO Box 10402, Van Nuys, CA 91410-0402)

San Bernardino..... 371 West 3rd Street  
(write to: PO Box 781, San Bernardino, CA 92402-0781)

San Diego.. 9246 Lightwave Avenue, Bldg. A, Ste. 300  
(write to: PO Box 120831, San Diego, CA 92112-0831)

San Francisco ..... 745 Franklin Street, Rm. 300  
(write to: PO Box 193534, San Francisco, CA 94119-3534)

San Jose..... 297 West Hedding Street  
(write to: PO Box 637, San Jose, CA 95106-0637)

Santa Ana . 605 West Santa Ana Blvd., Bldg. 28, Rm. 735  
(write to: PO Box 1466, Santa Ana, CA 92702-1466)

Santa Barbara ..... 128 East Ortega Street  
(write to: PO Box 1529, Santa Barbara, CA 93102-1529)

Santa Rosa..... 606 Healdsburg Avenue  
(write to: PO Box 700, Santa Rosa, CA 95402-0700)

Stockton ..... 528 North Madison Street  
(write to: PO Box 201006, Stockton, CA 95201-9006)



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

*This pamphlet is for general information only, and does not have the force and effect of the law, rule or regulation.*

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling DI at 1-800-480-3287 (voice), or TTY 1-800-563-2441, or PFL at 1-877-238-4373 or TTY 1-800-445-1312.



## DISABILITY INSURANCE PROVISIONS



**Disability** is an illness or injury, either physical or mental, which prevents customary work. Disability includes elective surgery, pregnancy, childbirth, or related medical conditions.

**Disability Insurance (DI)** is a component of the State Disability Insurance (SDI) Program, designed to partially replace wages lost due to a non-work-related disability, (see "Other Programs," for job-related disabilities.)

SDI contributions are paid by California workers covered by the SDI program. Contribution rates may vary from year to year. For current rates, visit the DI website at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability), or contact the Employment Development Department (EDD) Disability Insurance Customer Service at 1-800-480-3287 or EDD Employment Tax Customer Service at 1-888-745-3886.

### DI Plans

- **State Plan.** DI's state plan is covered in this brochure.
- **Voluntary Plan (VP).** A private plan, approved by the Director of EDD, which may be substituted for the State Plan. Voluntary plans may be established if the employer and majority of employees agree to do so. VP information and filing a claim may be done through your employer. If you are covered by a VP, the provisions of the brochure may not apply to you. Obtain information about your coverage and file a VP claim through your employer.
- **Elective Coverage (EC).** Employers and self-employed persons, including general partners, may elect coverage. The method of computing benefits for elective coverage participants is not the same as for mandatory rate payers. The cost of participating, which is set annually, can be obtained from your local EDD Employment Tax Customer Service Office.

EC claims are filed in the same manner as State Plan claims; however, there are some differences in eligibility requirements from those listed in this pamphlet.

- For additional information or to apply for coverage, contact EDD DI Customer Service at 1-800-480-3287, EDD Employment Tax Customer Service at 1-888-745-3886, or visit our website at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability).

### How to Claim State Plan Benefits

1. Use **SDI Online** to securely file for benefits or to request a paper claim form.
  - By Internet: [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability)
  - By phone: **1-800-480-3287**
  - By TTY (teletypewriter for deaf, hearing-impaired, and speech-impaired persons only) at: **1-800-563-2441** for DI or **1-800-445-1312** for PFL.

- By mail: EDD, Disability Insurance, P.O. Box 13140, Sacramento, CA 95813-3140

- In person by visiting any of the DI offices listed under "DI Claim Management Office Locations."

- California State government employees covered by SDI should call **1-866-352-7675**.

2. When filing SDI Online, complete all required fields. A receipt number will be generated when your claim is submitted.

If using a paper claim form, complete and sign the "Claim Statement of Employee." Print clearly, and verify your answers are complete and correct as errors delay payments.

3. Have your doctor complete the "Physician/Practitioner Certification" online or use the paper claim form. If filing online, your Physician/Practitioner will need your receipt number to complete the "Physician/Practitioner Certification."

Usually a claim cannot begin more than seven days before you were examined by or under the care of a physician/practitioner. Certification may be made by a licensed medical or osteopathic physician and surgeon, nurse practitioner, chiropractor, dentist, podiatrist, optometrist, designated psychologist, or an authorized medical officer of a United States Government facility. Certification may also be made by a licensed nurse-midwife or licensed midwife for disabilities related to normal pregnancy or childbirth.

4. File online or submit your paper claim form within 49 days from the first day you were disabled. If your claim is late, you may lose benefits unless your explanation of the delay is accepted as reasonable.

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### How Benefits Are Paid

- The SDI Program serves you electronically or by mail. You do not need to appear in person to apply or receive benefits.
- Benefits are paid via EDD Debit Card<sup>SM</sup>. The EDD Debit Card<sup>SM</sup> works like other debit cards with access to funds 24 hours a day, 7 days a week and can be used everywhere Visa debit cards are accepted. When your claim is received, you may be contacted through SDI Online, by phone, or by mail for additional information. Most claims are processed within 14 days.
- The first seven days of your disability claim are a non-payable waiting period.

Benefits are paid as quickly as possible after all information to determine eligibility is received. If you meet all eligibility requirements, benefits will be authorized. If you are eligible for further benefits, you will be sent additional benefits electronically or sent a “continued claim” certification form for you to complete for the next benefit period. Usually these benefit periods will be in two week intervals. However, the DI program pays benefits based on daily eligibility within a seven-day calendar week. Partial weeks are paid at a daily rate. This rate is one-seventh of your weekly benefit amount. Please allow ten days from the date you mail a certification for receipt of payment.

### How Your Benefit Rate is Determined

Benefit amounts are based on wages paid during a specific 12-month **base period**, determined by the date your claim begins. Consider when to start your claim since this may affect your weekly benefit rate, your maximum benefit amount, and the period of your benefit eligibility.

Only **base period** wages subject to the disability insurance condition can be used in computing your benefits. To qualify, you must have earned at least \$300 during your base period. The month your claim begins determines which four consecutive quarters are used.

If your claim begins in:

- **January, February, or March, your base period is the 12 months ending last September 30.** (Example: A claim beginning

February 14, 2012, uses a base period of October 1, 2010, through September 30, 2011.)

- **April, May, or June, your base period is the 12 months ending last December 31.** (Example: A claim beginning June 20, 2012, uses a base period of January 1, 2011, through December 31, 2011.)
- **July, August, or September, your base period is the 12 months ending last March 31.** (Example: A claim beginning September 27, 2012, uses a base period of April 1, 2011, through March 31, 2012.)
- **October, November, or December, your base period is the 12 months ending last June 30.** (Example: A claim beginning November 2, 2012, uses a base period of July 1, 2011, through June 30, 2012.)

**Exceptions:** If your claim is determined to be invalid, but you were unemployed and seeking work for 60 days or more in any quarter of your base period, you may be able to substitute wages paid in prior quarters.

You may be entitled to substitute wages paid in prior quarters to either validate your claim or increase your benefit amount, if during your base period you:

- were in the military service.
- received Workers’ Compensation benefits.
- did not work because of a labor dispute.

If your situation fits any of the above, include a note with your claim form.

**Wage Continuation.** If your employer continues to pay you wages while you are disabled, your DI benefits may be affected. DI benefits plus wages cannot exceed your regular weekly wage. DI benefits are not affected by vacation pay you may receive.

**Maximum Benefits.** The maximum benefit amount is 52 times the weekly rate, but not more than your total base period wages. Exception: For employers and self-employed individuals who elect SDI coverage, the maximum benefit amount is 39 times the weekly rate.

Additionally, benefits are payable only for a limited period to a resident in an alcoholic

recovery home or drug-free residential facility that is both licensed and certified by the state in which the facility is located. However, disabilities related to or caused by acute or chronic alcoholism or drug abuse, being medically treated, do not have this limitation.

**Pregnancy.** As with any medical condition, your disability period begins the first day you are unable to do your regular or customary work. DI benefits are based on the period of time your physician/practitioner certifies you are unable to do your regular or customary work. Do not send in your claim for pregnancy-related disability benefits until the date your physician/practitioner certifies you are disabled.

NOTE: For information on Paid Family Leave bonding benefits, see the “Other Programs” section of this brochure.

### You May Not be Eligible for Benefits

- If you are receiving Unemployment Insurance or Paid Family Leave benefits.
- If you are not working or looking for work at the time you become disabled.
- If you are in custody due to conviction of a crime.
- If your full wages are paid.
- If you are receiving Workers’ Compensation at a weekly rate equal to or greater than the DI rate. If Workers’ Compensation benefits are paid at a lower rate than your DI rate, you may be paid the difference.
- For the amount of time a claim is late (without good cause).
- If you make a false statement or fail to report a material fact. (A 30 percent penalty may be assessed if benefits are overpaid because you willfully withheld a material fact or made a false statement.)
- If you fail to attend an independent medical examination when requested. (Fees for such examinations are paid by EDD.)

The California Unemployment Insurance Code provides for penalties consisting of fines, imprisonment, and loss of benefit rights for fraud against the DI system.

### Your Rights.

- You are entitled to:
- Know the reason and basis for any decision that affects your benefits.
  - Appeal any decision about your eligibility for benefits. (Appeals must be sent to the DI office in writing.)
  - Request an appeal hearing before an Administrative Law Judge (ALJ). You may further appeal the ALJ’s decision to the California Unemployment Insurance Appeals Board and the courts.
  - Privacy – all claim information will be kept confidential except for the purposes allowed by law.

### Your Obligations.

- Your responsibilities:
- Complete your claim and other forms correctly, completely, and truthfully.
  - Submit your online claim and other forms according to time limits on forms. If your claim is submitted late and you believe you have a good reason for being late, you should include a written explanation of the reason(s) with the form.
  - Contact DI if you do not understand a question or how to answer it.
  - Include your name and Social Security number on letters to DI.

### Contact DI

- By **e-mail** at [https://www.edd.ca.gov/about\\_EDD/Contact\\_EDD.htm](https://www.edd.ca.gov/about_EDD/Contact_EDD.htm)
- By phone at: 1-800-480-3287 (English) or 1-866-658-8846 (Spanish).
- By **U.S. mail** addressed to P.O. Box 989777, West Sacramento, CA 95798-9777. If you do not have a current claim, you may write to any DI Claim Management Office.
- By **TTY** (teletypewriter for deaf, hearing-impaired, and speech-impaired persons only) at 1-800-563-2441.
- **In person** by visiting any of the DI offices listed under “DI Claim Management Offices.”

### Other Programs

If you are injured on the job or become ill as a result of your occupation, notify your employer.

If you are able and available to work but unemployed, contact the Unemployment Insurance Program of EDD through the website at [www.edd.ca.gov/unemployment](http://www.edd.ca.gov/unemployment), or call 1-800-300-5616 (TTY 1-800-815-9387).

If you need help in finding work, job training, retraining, or other services in order to return to work, visit your local one-stop career center listed through the website at [www.servicelocator.org](http://www.servicelocator.org), or in the white pages of your phone directory.

If your disability is permanent or is expected to continue for a year or more, contact the U.S. Social Security Administration through the website at [www.ssa.gov](http://www.ssa.gov), or by phone 1-800-772-1213 (TTY 1-800-325-0778).

If a family member takes time off work to care for you or if you take time off from work to bond with a new child, including newly adopted, newly placed foster children, or those of your registered domestic partner. Contact EDD’s Paid Family Leave program through the website at [www.edd.ca.gov/disability](http://www.edd.ca.gov/disability), or by phone at 1-877-238-4373.

For questions relating to the Disability Insurance Program, contact EDD through the website at <https://askedd.edd.ca.gov>, or by phone at 1-877-238-4373 (TTY 1-800-445-1312).

**Note:** A Paid Family Leave bonding claim form will be sent automatically with the final benefit payment to new mothers receiving DI benefits.

If you are a victim of a crime, call the California Victims Compensation Program at 1-800-777-9229. TTY users may contact the Program via TTY at 1-800-735-2929 (English) or TTY at 1-800-855-3000 (Spanish). You may also contact your county Victim/Witness Assistance Center.

Questions about spousal or parental support obligations should be directed to the District Attorney’s Office for the county that issued the court order.

Questions about child support obligations should be directed to the Department of Child Support Services at 1-866-249-0773.