

## HOW TO APPLY FOR BENEFITS

Obtain a *Claim for Nonindustrial Disability Insurance - Family Care Leave (NDI-FCL)* (DE 8501F) from your attendance clerk or department personnel office. You can also obtain a DE 8501F by calling NDI at 1-866-758-9768 or e-mailing [DI217@edd.ca.gov](mailto:DI217@edd.ca.gov).

For care claims, the attendance clerk will complete Part A of the claim form, the employee will complete Part B, the care recipient will complete Part D, and the treating physician/practitioner will complete Part E. For care claims, certification by a licensed physician/practitioner is required.

For bonding claims, the attendance clerk will complete Part A of the claim form and the employee will complete Parts B and C. For bonding claims, proof of relationship (e.g., copy of birth certificate, adoptive placement agreement, or foster care placement record) is required.

Submit the claim to:

Employment Development Department  
Nonindustrial Disability Insurance  
PO Box 2168  
Stockton, CA 95201-2168

For an NDI-FCL claim, allow at least 14 days for the EDD to receive the required documents for payment processing.

If you are eligible for benefits, a *Notice of Eligibility for Nonindustrial Disability Insurance* (DE 8500A) will be mailed to your employer(s) with the dates you may be paid. You will receive a *Notice of Eligibility for Nonindustrial Disability* (DE 8500) to inform you of the dates you are eligible for benefits.

Benefits will be paid only for the days which you are entitled. If payment of benefits is denied a *Notice of Determination* (DE 8517) will be mailed to you stating the reason for the disqualification and the time period.

## REQUIREMENTS AND RESPONSIBILITIES

NDI-FCL claimants are responsible for filing claims promptly and accurately. It is a violation of the California Unemployment Insurance Code to willfully make a false statement or to knowingly hide or withhold information in order to obtain benefits.



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 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 1-866-490-8879. TTY users, please call the California Relay Service at 711.

# Nonindustrial Disability Insurance - Family Care Leave Provisions



for  
California  
State  
Government  
Employees

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## WHAT IS NONINDUSTRIAL DISABILITY INSURANCE FAMILY CARE LEAVE?

Nonindustrial Disability Insurance-Family Care Leave (NDI-FCL) is a program funded by state government employers to provide partial wage replacement to covered state government employees who have a wage loss due to the need to care for a seriously ill family member or to bond with a new child.

### COVERAGE

NDI-FCL covers employees who are full-time, permanent part-time, or intermittent officers or employees of the State Legislature who are not members of the civil service and not part of collective bargaining.

There are no employee contributions, enrollment fees, or medical examinations required for coverage.

NDI-FCL benefits are available to permanent or probationary full-time, part-time, or intermittent employees in pay status and not separated by a formal leave of absence, who are members of the Public Employees' Retirement System (PERS) or the State Teachers' Retirement System (STRS).

Permanent part-time and intermittent employees must have six monthly pay periods of service in the 18 months prior to the start date of their care or bonding claim. Such employees are eligible on a prorated basis.

### RETIREMENT CREDIT

Individuals do not earn PERS or STRS service credit while receiving NDI-FCL. State employer contributions to retirement accounts are not made while receiving NDI-FCL.

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## ELIGIBILITY

NDI-FCL benefits are payable to covered employees who cannot do their regular or customary work and have a wage loss because they need to care for a seriously ill family member or bond with a new child.

NDI-FCL is available to excluded California State Government Employees who participate in the Annual Leave Program.

**NOTE:** Some state employees are not covered by NDI through a negotiated agreement, but are covered by State Disability Insurance (SDI). For SDI information, visit SDI Benefits ([edd.ca.gov/disability](http://edd.ca.gov/disability)).

Benefits are not payable:

- For any day of entitlement to temporary workers' compensation benefits or Industrial Disability Leave.
- For any day that wages are received in the form of sick leave, vacation, compensatory time off, or catastrophic leave.
- For any day that Unemployment Insurance benefits are paid.
- For any day on or after separation or retirement from state service.

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## BENEFIT AMOUNTS

The NDI-FCL weekly benefit amount and rules regarding use of leave credits vary according to employment status. Enhanced NDI benefits are provided to employees who participate under the state's Annual Leave Program in the amount of 50 percent of gross pay that may be supplemented with leave credits at 75 percent or 100 percent.

State and federal taxes will be withheld from NDI-FCL benefits. Voluntary deductions such as health insurance premiums, credit union loans, savings accounts, bonds, parking fees, etc., will automatically be deducted from NDI-FCL benefits unless canceled by the employee. If the employee continues health insurance premium deductions, the state's employer contribution will also continue.

### BENEFIT PAYMENT PROCESS

NDI within the Employment Development Department (EDD) determines eligibility and authorizes benefit payments. The employer's personnel office then must request the State Controller's Office or paying agent to issue benefit payments to the employee. Benefits are paid per the employer's pay schedule.

Once benefits are authorized by the EDD, inquiries concerning payment status, weekly rates, payment amounts, deductions, etc., should be directed to the employee's attendance clerk or personnel office.

Questions about benefit eligibility should be directed to NDI at 1-866-758-9768. Any determination of eligibility made by NDI may be appealed before an administrative law judge by writing to the NDI office to request a hearing.