

HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY



APPLICATION FOR NEW YORK PAID FAMILY LEAVE BENEFITS

This application package is divided into three sections, as follows:

- PFL 1, Part A Employee Information** - to be completed by the **employee** who is applying for Paid Family Leave benefits.
- PFL 1, Part B Employer Information** – to be completed by the **employer's** authorized representative.
- PFL 3 Release Of Personal Health Information** – to be completed by the **employee and recipient** and given to the healthcare provider along with PFL 4, Provider Certification.
- PFL 4 Health Care Provider Certification For Care Of Family Member With Serious Health Condition** - to be completed by the care recipient's healthcare provider.

Submit completed application along with the required supporting documentation to:

The Hartford
P.O.Box 14306
Lexington, KY 40512-4306
Fax Number: (866) 411-5613
E-mail: PFL@thehartford.com



The Hartford
P.O.Box 14306
Lexington, KY 40512-4306
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E-mail: PFL@thehartford.com

Request For NY Paid Family Leave (Form PFL-1)

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

1. Legal name (first name, middle initial, last name)

2. Other last names, if any, under which you have worked

3. Mailing address

4. Social Security Number

5. Date of birth (MM/DD/YYYY)

6. Primary telephone number

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7. Preferred email address while on PFL (if available)

8. Gender

Male Female Not designated/Other

9. Preferred language

English Español Русский Polski 中文 Italiano Kreyòl ayisyen 한국어 Other: _____

10. Race/Ethnicity - Optional (For purposes of health demographic only.) (U.S. Centers for Disease Control and Prevention (CDC) code set, version 1.0.):

Is employee of Hispanic, Latino/a, or Spanish origin? (One or more categories may be selected.)

Mexican Mexican American Chicano/a Puerto Rican Dominican Cuban Another Hispanic, Latino/a, or Spanish origin
 Not of Hispanic, Latino/a, or Spanish origin Unknown

What is employee's race? (One or more categories may be selected.)

American Indian or Alaska Native Black or African American Asian Indian Chinese Filipino Japanese Korean
 Vietnamese Other Asian White Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander
 Other

11. Reason for PFL Request:

Bond with Child Care for Family Member Military Qualifying Event

12. The Family Member is your:

Child Spouse Domestic Partner Parent Parent-in-law Grandparent Grandchild

13. Will PFL be for a Continuous period of time and/or Periodic?:

(Note: If dates are "Continuous", you must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated". If dates are "Periodic", enter the dates PFL will be taken. Please be as specific as possible. If the dates are unknown or estimated, indicate "Dates are estimated".)

PFL start date (MM/DD/YYYY)

PFL end date (MM/DD/YYYY)

Continuous

Dates are estimated

Identify dates periodic PFL will be taken:

Periodic

Dates are estimated

14. When submitting a request for PFL, 30 days advance notice is required. If providing less than 30 day's advance notice, please explain:

(Note: If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation.)



Employment Information (to be completed by the employee)

15. **Business name**

16. **Date of Hire (MM/DD/YYYY)** (Note: Enter the date of hire to the best of your recollection. If it has been more than a year since your date of hire, entering the year in which employment started is sufficient.):

17. **Work location (Street address):**

18. **Your average gross weekly wage during the last eight weeks prior to the start of PFL: \$ _____**

(Note: Enter the best estimate of average gross weekly wage as this will also be confirmed with your employer. Include only the wages earned from the employer listed on this request form. **The gross weekly wage is the total weekly pay - including overtime, tips, bonuses and commissions - before any deductions are made by the employer**, such as federal and state taxes.

19. **Employer's telephone number for contact regarding this request: (_____) _____**

20a. **Do you have more than one employer?** Yes No

20b. **If yes, are you taking PFL from the other employer?** Yes No

21. **Are you currently receiving Workers' Compensation Lost Wage Benefits?** Yes No

22. **Your PFL benefit is 100% taxable. The federal government and State of New York allow us to withhold 10% of your benefit for Federal Income Tax (FIT) and 2.5% for State Income Tax (SIT) with your permission.**

22a. **Would you like us to withhold FIT?** Yes No

22b. **Would you like us to withhold SIT?** Yes No

Disclosure statement: Information regarding PFL benefits received by the employee, such as payments received and types of leave, will be provided to the employer.

Declaration and Signature

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's Signature

Date Signed (MM/DD/YYYY)

I am submitting this form in advance of my leave start date. I understand The Hartford will contact me to advise how to submit any required missing information.

Employee name:

Employee Date of Birth:

PART B - EMPLOYER INFORMATION (to be completed by the employer)

1. Business's full legal name and mailing address

2. Employer's contact name for questions related to PFL:

3. Employer's contact telephone number:

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4. Employer's contact email address:

5. Employee's date of hire

6. PFL coverage effective date

7. Employee's Work Location:

8. Employee's occupation Codes are available at: www.bls.gov/soc/2010/soc_alpha.htm

9. Enter the last 8 weeks of gross wages for the employee and calculate the average gross weekly wage

Week no.	Week ending date (MM/DD/YYYY)	Number of days worked	Gross amount paid
1			
2			
3			
4			
5			
6			
7			
8			
Total:			
Calculated average gross <u>weekly</u> wage:			

10. Actual days worked in the week prior to the start of the leave: (Check all days that apply)

Sunday: Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:

11. If employee received or will receive full wages while on PFL, will employer be requesting reimbursement? Yes No

If Yes, please provide date range of reimbursement: From: _____ Through: _____

12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL? Yes No

13. PFL policy number:

14. Has this employee received NY disability benefits or PFL benefits within the 52 weeks prior to the start of this leave request that were not administered by The Hartford?:

Yes No Unknown as employment began within the last 52 weeks

If yes, fill in the following:

Paid by (Carrier Name/State): _____

Dates Paid: _____

Employee name:

Employee Date of Birth:

PART B - EMPLOYER INFORMATION (to be completed by the employer)

Declaration and signature

I affirm the employee regularly works 20 or more hours per week and has been in employment for at least 26 consecutive weeks OR the employee regularly works less than 20 hours per week and has worked at least 175 days.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am the person authorized to sign as the employer of the employee requesting PFL. My signature affirms that to the best of my knowledge and belief, the information I have provided is true and accurate.

Employer's authorized signature

Date signed (MM/DD/YYYY)

Title



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Request For NY Paid Family Leave Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3)

Directions for you: Enter your name, and care recipient's (patient's) name and date of birth at the top of each page. The Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) enables the health care provider to complete Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) and release it to the you. Once completed, both the Request For Paid Family Leave (Form PFL-1) and the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) must be returned to The Hartford for PFL benefit determination.
NOTE: This form will be retained by the health care provider. You should make a copy for your records before giving it to the health care provider.

Directions for care recipient: The Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) enables the health care provider to complete Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) and release it to the employee seeking PFL benefits. Before completing and signing, you must read the Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) in its entirety. If you/the care recipient is unable to fill out this form, an authorized representative must attach a copy of legal documentation, such as a health care proxy or power of attorney, permitting the representative to sign on behalf of the care recipient. The health care provider will require this documentation of authorization unless the authorized representative is a parent signing on behalf of a minor child. **NOTE:** This form will be retained by the health care provider. The employee should make a copy for their records before giving it to the health care provider.

TO BE COMPLETED BY THE EMPLOYEE	
Employee's name (first name, middle initial, last name)	
Care recipient's (patient's) name (first name, middle initial, last name)	Care recipient's (patient's) date of birth (MM/DD/YYYY)

RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the care recipient or authorized representative and submitted to care recipient's health care provider with Form PFL-4)

I, _____, authorize my health care provider listed on this form to release my personal health information to _____ and their employer's PFL insurance carrier The Hartford.

Records Subject to Release: This form gives the health care provider listed permission to include information from your health care records on the attached medical certification. This form gives your health care provider permission to release only the information in your health care records that relate to your current condition, which is the subject of the employee's request for Paid Family Leave benefits.

Duration of Revocable Release: This authorization ends after one year, or when you revoke the release. You can cancel this release at any time. To cancel, send a letter to the health care provider listed on this form.

This form does NOT allow your health care provider to release the following types of information, unless you specifically permit such release. Put an "X" next to any information your health provider MAY release:

- HIV/AIDS related information Mental health information Alcohol/drug treatment Psychotherapy Notes

Health Care Provider Information (to be completed by the care recipient or authorized representative)

Identify the health care provider who is currently providing you with treatment for a condition that is subject to the employee's request for PFL benefits.

1. **Health care provider's name**

2. **Health care provider's mailing address**

3. **Health care provider's telephone number** (provide area or country code)
_____ () _____

Form PFL-3 continued on next page



TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)

Care recipient's (patient's) name (first name, middle initial, last name)

Care recipient's (patient's) date of birth (MM/DD/YYYY)

RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the care recipient or authorized representative and submitted to care recipient's health care provider with Form PFL-4) - continued from prior page

Form PFL-3 continued from prior page

Care Recipient Information (to be completed by the care recipient or authorized representative)

4. Care recipient's mailing address

5. Care recipient's Social Security Number

6. Care recipient's telephone number (provide area or country code)

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READ AND SIGN BELOW

I hereby request that the health care provider listed give a completed *Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4)* to the employee identified on the PFL-4 form. I understand that such information includes a diagnosis and prognosis of my current condition, the date it commenced, and any estimation of the amount of care that I require from the employee requesting PFL benefits as a result of my current condition.

Care recipient's signature

Date signed (MM/DD/YYYY)

Authorized representative

I, _____, represent the care recipient in this matter as authorized by:

Parental right Power of attorney (attach copy) Court order (attach copy) Health care proxy (attach copy)

Authorized representative's signature

Date signed (MM/DD/YYYY)

The employee should retain a copy for their own records.



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Request For NY Paid Family Leave Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4)

Directions for you: Complete the top sections of page 1 and 2, and then provide to the care recipient's health care provider for completion along with the PFL – 3 Release of Personal Health Information. Once completed, both the Request For Paid Family Leave (Form PFL-1) and the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) must be returned to The Hartford for PFL benefit determination.

TO BE COMPLETED BY THE EMPLOYEE	
Legal name (first name, middle initial, last name)	Other last names, if any, under which you have worked
Mailing address	
Social Security Number	Date of birth (MM/DD/YYYY)
Care recipient's (patient's) name (first name, middle initial, last name)	Care recipient's (patient's) date of birth (MM/DD/YYYY)
Care recipient's Social Security Number	Care recipient's Mailing Address (if different than Employee's address)

HEALTH CARE PROVIDER CERTIFICATION FOR CARE OF FAMILY MEMBER WITH SERIOUS HEALTH CONDITION
 (to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

Patient Information / family member with serious health condition (to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above). **Note:** If you believe the patient is the victim of abuse or neglect caused by the employee requesting PFL, you may decline to provide this certification.

1. Does patient require care by the employee requesting Paid Family Leave (PFL)?

Yes No (If no, skip to "Health Care Provider Information".)

Note: For the purposes of this section, "providing care" may include necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.

2. Primary ICD-10 code (optional) _____

3. Diagnosis

4. Date patient's condition commenced (MM/DD/YYYY) _____

5. First date care for patient is needed (MM/DD/YYYY) _____

6. Expected date patient will no longer require care (MM/DD/YYYY) _____

7. If periodic (intermittent) care, estimated number of days per week OR days per month patient requires care:

_____ **OR** _____
 days per week days per month



TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)

Employee's date of birth (MM/DD/YYYY)

Care recipient's (patient's) name (first name, middle initial, last name)

Care recipient's (patient's) date of birth (MM/DD/YYYY)

HEALTH CARE PROVIDER CERTIFICATION FOR CARE OF FAMILY MEMBER WITH SERIOUS HEALTH CONDITION
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

Form PFL-4 continued from prior page

8. Health care provider's name

9. Type of health care provider:

- | | | |
|---|---|---|
| <input type="checkbox"/> Medical Doctor (MD) | <input type="checkbox"/> Dentist (DDS/DDM) | <input type="checkbox"/> Licensed Social Worker (LMSW/LCSW) |
| <input type="checkbox"/> Doctor of Osteopathy (DO) | <input type="checkbox"/> Physician's Assistant (PA) | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Doctor of Podiatric Medicine (DPM) | <input type="checkbox"/> Nurse Practitioner (NP) | |
| <input type="checkbox"/> Doctor of Chiropractic Medicine (DC) | <input type="checkbox"/> Licensed Psychologist | |

10. Health care provider's mailing address

11. Health care provider's telephone number (provide area or country code) () _____

12. Health care provider's fax number (provide area or country code) () _____

13. Health care provider's email address (if available) _____

14. State or country (if not U.S.A.) in which health care provider is licensed to practice _____

15. Specialty _____

16. Health care provider's license number _____

Certification and signature

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

My signature attests that the information I have provided in this form is based on my professional assessment within my licensed scope of practice.

Health care provider's signature

Date signed (MM/DD/YYYY)



NY PFL Electronic Funds Transfer (EFT) Request Form

Instructions:

1. Read the Terms and Conditions listed below.

2. Enter your name, address, home telephone number and Employee ID.

3. Complete the bank and account information for your Electronic Funds Transfer request.

4. You and all other parties to the account specified must sign this form.

5. Return the completed form to The Hartford Claims Office.

Note: Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the EFT Program.

Name: _____

Address: _____

Telephone Number: () - _____

Employee ID: _____

Name of Bank: _____

Bank Address: _____

Bank Telephone Number: () - _____

Type of Account (select one):

Checking:

Saving:

Account Number: _____ Account Number: _____

Bank Routing Number: _____

Attach a voided blank personal check.

Indicate any other names on the account selected:

AUTHORIZATION

I / We authorize (_____) and affiliated companies (herein after called The Hartford), to initiate credit entries (and to initiate, if necessary, debit entries and adjustments for credit entries made in error) to my (our) account indicated above and the Depository named above, hereinafter called Depository, to credit and/or debit the same to such account. I (we) acknowledge that the origination of A C H transactions to my (our) account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until The Hartford has received written notice from me (us) of its termination in such time and in such manner as to afford The Hartford and Depository a reasonable opportunity to act on it. I (we) understand I (we) should allow at least (# _____) days for the first CREDIT to occur.

Signature(s): _____

Date: _____

TERMS AND CONDITIONS

Receiving benefits by direct deposit or electronic funds transfer is voluntary. If at any time during your leave you wish to revoke this EFT request, you can do so by contacting our office.

The Hartford will not be responsible for any banking fees charged for direct deposit or electronic funds transfer; however, The Hartford will not charge you any fees for depositing your benefits into this account.

I understand that this agreement may be terminated by me upon written notice to The Hartford.

The cancellation will be processed for the time period following receipt of the notice.

I understand that a change in the title of this account which alters the interest of any party terminates this authorization and that a new authorization must then be submitted to continue direct deposit/EFT.

I understand that it is my responsibility to inform The Hartford of any address changes immediately.

I further understand that any benefit payment forwarded to the financial institution covering a period of time after my death will be refunded to The Hartford. I agree that the financial institution shall have the right of offset for such a refund.

I authorize the financial institution specified in this authorization to provide The Hartford with my home address and the names of any joint account holders for the account specified herein.

I understand that I am responsible for verifying the accuracy of my account data and for promptly notifying The Hartford of any errors or changes including termination of my EFT request.

SPECIAL NOTICE TO OTHER PARTIES TO THIS ACCOUNT.

As a party to this account, I understand that I am personally liable, both individually and as a member of the group of parties to this account, for the full amount of all benefit payments covering any period after the death of the disability benefit recipient. This is a liability to The Hartford. If I am entitled to any benefit as the beneficiary of the disability benefit recipient, the amount of my liability may be deducted from the amount payable to me. I agree that the financial institution shall have the right of offset for such a refund, and I authorize the financial institution to provide The Hartford with my home address.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to The Hartford or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so. The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately notify The Hartford if the authorization is cancelled by the financial institution. The financial institution can not cancel the authorization by advice to The Hartford.



Signature:

Date:

I certify that I have read and understand the Terms and Conditions of this EFT Agreement, including the SPECIAL NOTICE TO OTHER PARTIES TO THIS ACCOUNT.

Signature(s) of Other Persons on Account:

Date

Date:

¹ The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries.



Paid Family Leave

STATEMENT OF RIGHTS FOR PAID FAMILY LEAVE

IF YOU NEED TO TAKE TIME OFF FROM WORK TO CARE FOR A FAMILY MEMBER, YOU MAY BE ENTITLED TO PAID FAMILY LEAVE BENEFITS

Paid Family Leave is employee funded insurance that provides job-protected, paid time off to:

- Bond with a newly born, adopted or fostered child;
- Care for a family member with a serious health condition; or
- Assist loved ones when a family member is called to active military service abroad.

Eligibility:

- Employees with a regular work schedule of **20 or more hours per week** are eligible after **26 consecutive weeks** of employment.
- Employees with a regular work schedule of **less than 20 hours per week** are eligible after **175 days worked**.

You are eligible regardless of your citizenship or immigration status.

Benefits: In 2018, you can take up to eight weeks of Paid Family Leave and receive 50% of your average weekly wage, capped at 50% of the New York State average weekly wage. Generally, your average weekly wage is the average of your last eight weeks of pay prior to starting Paid Family Leave.

Rights and Protections

- **Job Protection:** Return to the same or comparable job after you take leave.
- You keep your **health insurance** while on leave (you may have to continue paying your portion of the premium costs, if any).
- Your **employer is prohibited from discriminating or retaliating** against you for requesting or taking Paid Family Leave.
- You **do not have to exhaust sick leave or vacation** accruals before using Paid Family Leave.

Paid Family Leave Request Process

1. Notify your employer at least 30 days in advance, if foreseeable, or as soon as possible.
2. Complete and submit the Request for Paid Family Leave (Form PFL-1) to your employer.
3. Complete and attach the additional forms as required and submit to the insurance carrier listed below.
4. The insurance carrier must pay or deny your request within 18 days of receiving your completed request.

You may obtain all forms from your employer, their insurance carrier listed below or online at www.ny.gov/PaidFamilyLeave.

Disputes

If your Paid Family Leave claim is denied, you may request to have the denial reviewed by a neutral arbitrator. The insurance carrier listed below will provide you with information about requesting arbitration.

Discrimination Complaints

If your employer terminates your employment, reduces your pay and/or benefits, or disciplines you in any way as a result of you taking or asking about Paid Family Leave, you may request to be reinstated by taking these steps:

1. Complete the Formal Request for Reinstatement Regarding Paid Family Leave form (PFL-DC-119)
2. Send your completed form to your employer and a copy of the completed form to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030
3. If your employer does not reinstate you within 30 days, you may file a discrimination complaint with the Worker's Compensation Board using form PFL-DC-120, available at <http://www.ny.gov/PaidFamilyLeave>. The Worker's Compensation Board will assemble your case and schedule a hearing.

**For more information, forms, and instructions,
visit www.ny.gov/PaidFamilyLeave or call (844)-337-6303.**

This information is a simplified presentation of your rights as required by Section 229 of the Disability and Paid Family Leave Benefits Law. Your employer's paid family leave benefits insurance carrier is:

The Hartford
P.O.Box 14306
Lexington, KY 40512-4306
Fax Number: (866) 411-5613
Phone Number: (800) 549-6514

**PRESCRIBED BY THE CHAIR,
WORKERS' COMPENSATION BOARD**