



New York State

PAID FAMILY LEAVE

BONDING WITH CHILD

{ CLAIM FORMS & PROCESS }

POWERED BY

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New York State CLAIM FORMS & PROCESS

BONDING WITH CHILD WHO IS FILING

Paid Family Leave **BONDING WITH CHILD**

A parent may take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. This includes children born, fostered or adopted in 2017 as long as the leave is taken within the first twelve months of the birth, adoption, or fostering.

Spouses with different employers are both eligible to take Paid Family Leave at the same time. If both spouses work for the same employer, the employer can deny Paid Family Leave to one of the spouses if they have asked for the same period of time off to bond with the same child.

Paid Family Leave begins after birth to care for a child. It is not available for prenatal conditions. An employee may take leave to care for a family member who lives outside of New York State.

FORMS TO BE COMPLETED AND FILED WITH CARRIER

CERTIFICATION REQUIRED * IN ADDITION TO CLAIM FORMS

BIRTH MOTHER - *Get Form*



FORM PFL 1: REQUEST PFL BENEFITS

- PART A: Employee To Complete
- PART B: Employer To Complete

FORM PFL 2: BONDING CERTIFICATION

Employee To Complete

THE BIRTH MOTHER MUST SUBMIT:

- 1) A Birth Certificate, if available, or
- 2) Documentation of pregnancy, or
- 3) Documentation of Birth from a Health Care Provider

Note: The Document to include: Mother's Name and Child's Due Date or Birth Date

OTHER PARENT - *Get Form*



FORM PFL 1: REQUEST PFL BENEFITS

- PART A: Employee To Complete
- PART B: Employer To Complete

FORM PFL 2: BONDING CERTIFICATION

Employee To Complete

THE SECOND PARENT MUST SUBMIT, IF AVAILABLE;

- 1) A Birth Certificate Naming Them as a Parent, If this is Not Available,
- 2) The Second Parent May Submit; A Voluntary Acknowledgment of Paternity or A Court Order of Filiation Naming Them as a Parent

IF THOSE DOCUMENTS ARE NOT AVAILABLE, THE SECOND PARENT CAN SUBMIT:

- 1) Birth Documentation From the Birth Mother's Health Care Provider and
 - a) Either a Marriage Certificate or Evidence of a Civil Union or
 - b) Domestic Partnership to Demonstrate the Relationship to the Birth Mother

FOSTER PARENT - *Get Form*



FORM PFL 1: REQUEST PFL BENEFITS

- PART A: Employee To Complete
- PART B: Employer To Complete

FORM PFL 2: BONDING CERTIFICATION

Employee To Complete

A CLAIM FOR PAID FAMILY LEAVE TO BOND WITH A FOSTERED CHILD REQUIRES;

- 1) The Submission of a Letter of Placement Issued By a County or City Department of Social Services or Local Voluntary Agency.

IF A SECOND PARENT IS NOT NAMED IN DOCUMENTATION;

- 1) A Copy of the Document Plus a Document Verifying the Relation to the Parent Named in the Foster Care Placement Will Be Needed.

ADOPTIVE PARENT - *Get Form*



FORM PFL 1: REQUEST PFL BENEFITS

- PART A: Employee To Complete
- PART B: Employer To Complete

FORM PFL 2: BONDING CERTIFICATION

Employee To Complete

A CLAIM FOR PAID FAMILY LEAVE TO BOND WITH AN ADOPTED CHILD REQUIRES:

- 1) A Court Document Finalizing Adoption, or Paid Family Leave Taken before the Adoption is Complete, a Document Showing the Adoption Process is Underway.
- 2) **Examples:** Proof of a Pending Adoption Include: Statement From An Attorney, Adoption Agency or Adoption-Related Social Service Provider.

IF THE SECOND PARENT IS NOT NAMED IN THAT DOCUMENT;

- 1) They must also File Documentation Verifying the Relationship to the Parent Named in the Adoption.
- 2) If these Documents are not Available, the Second Parent May Submit other Documentary Evidence of Parental Relationship to Child, for Evaluation by the Carrier.