PAID FAMILY LEAVE
ROAD MAP FOR BONDING LEAVE

Steve (Employee) Brian's employee

Brian (Employer) Steve's Boss

ShelterPoint (Insurance Carrier)

1. EMPLOYER NOTIFICATION

- Steve and his wife decided to adopt a child, so he needs some time off after they bring the baby home.

- Steve sends an informal written notification to his employer, Brian, **30 days before** his 1st day of taking Paid Family Leave, indicating the type and length/schedule of Leave.

2. PREPARING FOR THE LEAVE

- Brian has time to make necessary arrangements (look for temps, etc.)

- He can give Steve the claim forms or ask him to download them at: **www.shelterpoint.com/pfl**

Paid Family Leave Starts
Bond with a new born, a newly adopted or fostered child

3. TEEING UP THE PAPER-WORK

REQUEST FOR PAID FAMILY LEAVE
(FORM PFL-1)

BONDING CERTIFICATION
(FORM PFL-2)

- Steve completes **PFL-1 PART A.**
- He sends it to Brian.

- Steve completes **PFL-2.**

- Brian needs to complete **PFL-1 PART B** and return it to Steve **within 3 days**.

- Steve prepares all required documents specified on the form.

4. CLAIM SUBMISSION

- Steve collects and sends the completed **PFL-1 & PFL-2** claim forms with all required supporting documents to ShelterPoint **within 30 days** of 1st day of his PFL.

SHELTERPOINT

✉ **Mail:** PFL Claims
ShelterPoint Life
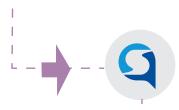1225 Franklin Avenue, Ste. 475
Garden City, NY 11530

📠 **Fax:** 516-504-6414

@ **Email:** claimforms@shelterpoint.com

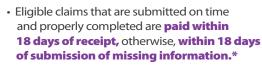## 5. CLAIM REVIEW

- ShelterPoint PFL Claim Specialist reviews all claim information.

- If some information is missing, Steve will be notified and then needs to submit the requested information.

- Steve can check his claim status by calling **800-365-4999**.

6. BENEFIT CHECK

- Eligible claims that are submitted on time and properly completed are **paid within 18 days of receipt**, otherwise, **within 18 days of submission of missing information.***

*Applies to claims submitted timely within 30 days of 1st day of the PFL leave taken. There are several factors that determine eligibility to receive benefits. Learn more about coverage eligibility, benefit eligibility, and eligibility to receive benefits in this article. In the event of conflicting information with the policy, the policy will take precedence over what is shown in this material.

Visit www.shelterpoint.com/pfl or email us at pflquestions@shelterpoint.com.