GUARDIAN®

State Disability Claims
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STATE OF NEW JERSEY – DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF TEMPORARY DISABILITY INSURANCE

PART A — **INFORMATION TO BE COMPLETED BY THE CLAIMANT – Print or Type WDS-1(R-2-08)**
Policy #

1. **Name**: Last First Middle
2. **Birth Date** | | |
3. **Social Security Number** | | |

4. **Home Address – required** (Street, Apt #, City, State, Zip Code)
5. County

6. **Mailing Address – if different** (Street, Apt #, City State, Zip Code)
7. ☐ Male ☐ Female
8. Occupation

9. Are you a citizen of the United States? ☐ Yes ☐ No
If **NO**, answer #10 & 11 and give country of origin: _____
10. Alien Reg. No.
11. Work Authorization
From _____ To _____

	Month	Day	Year
12a. What was the last day that you actually worked before your disability began? 12b. Reason for separation: ☐ Illness/Accident/Maternity ☐ Terminated ☐ Quit			
13. What was the **first day you were unable to work** due to present disability: (Include Saturday, Sunday, or Holiday) Do not list future dates			
14. If you have **recovered or have a possible return to work date from this disability, list date:** ☐ Actual ☐ Possible			

15. Date(s) of emergency room care:_____ (Month/Day/Year) or hospitalization: From _____ (Month/Day/Year) To _____ (Month/Day/Year)

16. **Describe your disability (How, when, where it happened)** _____

17. Was this injury/illness caused by your job? ☐ Yes or ☐ No (This question must be answered.) If Yes, date of work related injury/illness:_____ Was your employer notified that your injury was caused by your job? ☐ Yes or ☐ No

18. Identify the physician or hospital treating you for this disability: Name: _____
Address: _____ Telephone: (_____)_____

Employment Information – Beginning with your last employer, list all employment (both full and part-time) in the past 18 months. If you had more than 2 employers, list the remaining employers on the reverse side of this form in the space provided.

19a. Name and address of your most recent employer:
_____
_____
(Street) (City) (State) (Zip)

Period of employment: From _____ (month/day/year) To_____ (month/day/year)
Telephone: _____ (City) Work Location _____ (State)

Occupation: _____ ☐ Full time ☐ Part time ☐ Union _____ Division_____

Check the days of the week you normally work. ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT

19b. Name and address:
_____
_____
(Street) (City) (State) (Zip)

Period of employment: From _____ (month/day/year) To_____ (month/day/year)
Telephone: _____ (City) Work Location _____ (State)

Occupation: _____ ☐ Full time ☐ Part time ☐ Union _____ Division_____

Check the days of the week you normally work. ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT

20. **Other Benefits – You Must Answer Each Question Listed Below For the Period of Disability Covered By This Claim:**
a. Have you worked after your disability began? (Including self-employment) ☐ Yes ☐ No
b. Have you been receiving sick or vacation pay? ☐ Yes ☐ No
c. Have you been involved in a labor dispute? ☐ Yes ☐ No

21. **Since your last day of work have you received, claimed or applied for:**
a. Federal Social Security Disability Benefits? ☐ Yes ☐ No
b. Pension benefits from your most recent employer? ☐ Yes ☐ No
c. Temporary Disability Benefits from another State? ☐ Yes ☐ No
d. Any other disability benefits provided by your employer or union? ☐ Yes ☐ No
e. Unemployment Insurance Benefits? ☐ Yes ☐ No

BE SURE TO COMPLETE AND SIGN PART A1

Claimant's Name:_____ WDS-1 (R-2-08)	Social Security Number | |

PART A1

CLAIMANT'S AUTHORIZATION AND CERTIFICATION STATEMENTS

MUST BE COMPLETED AND SIGNED BY THE CLAIMANT

1. Please designate a representative to obtain claim information for you if you cannot call this Agency yourself. The Law only permits claim information to be given to you or your representative.

Representative Name: _____ Birth Date: _____

Phone (_____)_____ Relationship to Claimant _____

2. **Certification and Signature** I was unable to work during the period for which benefits are claimed and hereby certify that I have read and understand my benefit rights and responsibilities. I am aware that if any of the foregoing statements made by me are known to be false, or I knowingly fail to disclose a material fact, I may be subject to penalties, which may include criminal prosecution. You are hereby authorized to verify my Social Security Account Number, and obtain any medical, employment and Social Security benefit entitlement information that is necessary to determine my eligibility for benefits.

Sign Here _____ Date_____

Witness signature if claimant writes an "X" _____

Phone No. (_____)_____ E-Mail Address _____

Note: The NJ Temporary Disability Benefits Program is not a "covered entity" under the Federal Health Information Portability & Accountability Act (HIPAA). All medical records of the Division, except to the extent necessary for the proper administration of the Temporary Disability Benefits Law are confidential & are not open to public inspection. The Division protects all records that may reveal the identity of the claimant, or the nature or cause of the disability and the records may only be used in proceedings arising under the Law.

USE THIS SPACE TO LIST ADDITIONAL EMPLOYERS FOR QUESTION 19.

Name and address: _____ _____ (Street) (City) (State) (Zip)	Period of employment: From _____ To_____ month/day/year month/day/year Work Telephone: _____ Location _____ City State
Occupation: _____ ☐ Full time ☐ Part time ☐ Union _____ Division_____	
Check the days of the week you normally work. ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐SAT	
19b. Name and address: _____ _____ (Street) (City) (State) (Zip)	Period of employment: From _____ To_____ month/day/year month/day/year Work Telephone: _____ Location _____ City State
Occupation: _____ ☐ Full time ☐ Part time ☐ Union _____Division_____	
Check the days of the week you normally work. ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT	

USE THIS SPACE TO PROVIDE ANY ADDITIONAL INFORMATION FOR QUESTIONS ON PART A

_____

_____

_____

_____

_____

_____

If more space is needed, attach an additional sheet of paper. Be sure your Social Security Number appears on all pages.

WDS-1(R-2-08)

Claimant's Name: _____

Social Security Number

PART B	**MEDICAL CERTIFICATE** **(TO BE COMPLETED BY YOUR DOCTOR AFTER YOU BECOME DISABLED)**

1a. Patient has been under my care for this period of disability: **FROM** _____ (Month/Day/Year) **TO** _____ (Month/Day/Year)

b. Frequency of treatment: _____

c. Patient was last treated by me on: ➡ _____|_____|_____ Month Day Year

2. Enter the date the patient was unable to perform his/her regular work due to this disability: _____|_____|_____ Month Day Year

3. Estimated Recovery: (Give the approximate date patient will be able to return to work.) _____|_____|_____ Month Day Year

4. If now recovered, on what date was the patient first able to work? ➡ _____|_____|_____ Month Day Year

5. Diagnosis: (nature and cause of this disability which prevents patient from working) _____

_____ **ICD Code**: _____

Clinical data and tests to support diagnosis: _____

6a. If pregnancy, provide estimated date of delivery: ➡ _____|_____|_____ Month Day Year

b. Complications, if any._____

c. If pregnancy terminated, enter the date: ➡ _____|_____|_____ Month Day Year

And identify the reason: ☐ Birth ☐ C-Section ☐ Miscarriage ☐ Abortion

7a. Date(s) of emergency room care or hospitalization: FROM _____ TO _____

b. Name and address of any specialist treating patient: _____

8. Type of surgery: _____ Date of Surgery _____ Anticipated Surgery Date _____

Is surgery for cosmetic purposes only? ☐ Yes ☐ No

9. In your opinion, was this disability: Due to an accident at work? ☐ Yes ☐ No Not related to his/her work ☐ Yes ☐ No

Due to a condition which developed because of the nature of the work? ☐ Yes ☐ No

10. Was this patient referred to you? ☐ Yes ☐ No If yes, please supply the information below if available.

Name of referring doctor _____Referring doctor's telephone #:_____

11. I certify that the above statements, in my opinion, truly describe the patient's disability and the estimated duration thereof:

_____ (Print Doctor's Name and Medical Degree) _____ (Original Signature of Doctor Required) _____ (Date Signed)

_____ (Address) _____ (Certificate License No. and State) If Resident, check ☐

_____ (Address) _____ (Specialty of Treating Physician)

_____ (City) (State) (Zip Code)

Telephone Number: (_____)_____ FAX Number: (_____)_____

1. Claimant's Name: _____

SOCIAL SECURITY NUMBER
| |

PART C | **TO BE COMPLETED BY YOUR EMPLOYER OR COMPANY REPRESENTATIVE** WDS-1(R-2-08)

2. EMPLOYER STATUS
What is your Federal Employer Identification Number: _____

3. PRIVATE PLAN COVERAGE (NJ approved plan/replaces State Plan coverage)
a. Do you have a New Jersey approved Private Plan? ☐ Yes ☐ No
b. If "Yes", is claimant covered under this approved Private Plan? ☐ Yes ☐ No

4. LAST ACTUAL DAY WORKED before this disability
(do not use payroll week ending dates) ➡ _____|_____|_____
(Month / Day / Year)

a. Reason for separation from work if other than disability _____
b. Is lack of work: temporary? permanent?
c. Has claimant returned to work? ☐ Yes ☐ No
If "Yes", give date ➡ _____|_____|_____
(Month / Day / Year)
d. If the work was intermittent, list dates:_____

5. CONTINUED PAY (do not enter wages earned prior to disability)
a. Have you paid or expect to pay the claimant for any period after the last day of work?
☐ Yes ☐ No
b. If "yes" give dates: **FROM** _____|_____|_____ **TO** _____|_____|_____
(Month / Day / Year) (Month / Day / Year)
c. Amount per week $_____, if amount varies attach list of dates and amounts.
d. Circle the number that best describes the monies paid in item c.
1. Regular weekly wages and/or sick pay
2. Regular vacation (if designated for a specific time period)
3. Pension
4. Difference between regular weekly wage and disability benefits to be received
5. Full salary advanced to effect #4 above
6. Supplemental benefits or gratuities

Note: Items 1, 2, and 3 may reduce benefits to the claimant

6. GOVERNMENT EMPLOYEES (Complete this section)
a. Payroll number (For N.J. State Employees) _____
b. Number of earned sick leave days as of the last day worked. _____
c. Has the claimant filed for or received Employment Disability Leave (SLI)? ☐ Yes ☐ No
d. If claimant has applied for or received donated leave, attach dates and amounts on a separate sheet of paper.

7. WORKERS' COMPENSATION LIABILITY
a. Did the claimant's disability happen in connection with his/her work or while on your premises, or was the disability due in any way to his/her occupation? ☐ Yes ☐ No
b. If "Yes", have you filed or do you intend to file a Workers' Compensation claim on behalf of this claimant? ☐ Yes ☐ No
c. If "Yes," list Workers' Compensation insurance carrier below:
Name _____ Telephone ( ) _____
Address_____
Policy #_____ Claim #_____

8. BASE WEEKS AND BASE YEAR GROSS WAGES A BASE WEEK is a calendar week in which the claimant had New Jersey earnings of $145 <u>or more</u> during the Base Year. The BASE YEAR is the 52 calendar weeks preceding the week in which the disability occurred.

a. Total Number of **Base Weeks** _____
b. Total **Gross Wages in Base Year** _____
Include all wages earned by the claimant
_____

9. REGULAR WEEKLY WAGE $_____

10. Weekly wages Indicate below: dates and claimant's GROSS earnings in N.J. employment during the listed calendar weeks.

Description of Calendar Week	Calendar Week Ending Date	Gross Wages
Week Disability Began		$
Week Before Disability		$
2nd Week Before Disability		$
3rd Week Before Disability		$
4th Week Before Disability		$
5th Week Before Disability		$
6th Week Before Disability		$
7th Week Before Disability		$
8th Week Before Disability		$
9th Week Before Disability		$
10th Week Before Disability		$
TOTAL GROSS WAGES FOR ABOVE WEEKS ➡		$

Are you exempt from FICA tax? ☐ Yes ☐ No

11. Check the days of the week the employee normally works. ☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THUR ☐ FRI ☐ SAT

Firm Name and Division # _____

Address _____

City, State, Zip_____

Mailing Address, If Different_____

FAX No.( ) _____ Telephone( ) _____

I CERTIFY THE INFORMATION GIVEN ABOVE IS CORRECT

Signed _____ Date_____

Print or Type Name _____

Official Title_____

E-Mail Address_____