

Helpful Hints – Page 1

THE TDI/TCI APPLICATION

Applying for TCI can happen during a busy and stressful time. Here are some tips to help you get through the application process.

1. WHEN DO I APPLY?

First, similar to TDI, you have to be out of work for 7 days before you apply for TCI. You have to submit your application within 30 days of your TCI leave. It may take some time gathering needed documentation, so start early to avoid the risk of having your application denied.

If you are applying for bonding leave, note that you cannot apply for TCI until your child has arrived. Think ahead – this will likely be a busy time. Consider reviewing what information you need and how to complete the application beforehand to ease the process during this transition time.

2. WHICH APPLICATION?

Remember that the TCI program is part of RI's TDI (Temporary Disability Insurance) program. Thus, the same application is used to apply for TDI and TCI benefits. However, if you are moving from TDI to TCI, you will have to fill out the application twice, once for TDI and one for TCI.

3. IF YOU ARE A BIRTH MOTHER

You are eligible to take **TDI** for pregnancy-related disabilities before the birth, AND/OR to recover from childbirth. Both leaves require a note from your Certified Health Care Provider.

The standard length of TDI childbirth-related leave is 6 WEEKS for a vaginal birth, and 8 WEEKS for a cesarean section birth.

For example, if you've just given birth, you'll have to apply once for TDI benefits for the physical recovery from birth, and then after you've been cleared by your Certified Health Professional as fully physically recovered, you'll need to apply for TCI to extend your leave for bonding. You don't need a doctor's note for TCI bonding leave, but you will need a copy of the child's birth certificate (or proof of placement if adoption or foster care). The TCI application needs to be submitted within the first 30 days of your TCI leave. If you do take TDI leave for pregnancy disability and/or birth recovery first, your TCI benefit offers up to 4 weeks beyond that. TCI is offered in week-long increments.

I AM READY TO APPLY NOW.

Helpful Hints – Page 2

4. IF YOU ARE APPLYING FOR CAREGIVING LEAVE TO CARE FOR AN ILL FAMILY MEMBER

You normally are not eligible for TDI in combination with TCI. Your TCI benefit offers up to 4 weeks of family caregiving leave in week-long increments. The family member must be either a spouse, domestic partner, child, parent, parent-in-law, or grandparent.

You'll need to fill out the TDI/TCI application for TCI within the first 30 days of your TCI leave. Once you do that, the DLT will send you a form that the Certified Healthcare Provider of the family member you are caring for will need to submit.

5. FILLING OUT THE APPLICATION

Before you apply, check to make sure you meet the eligibility wage requirements, which change regularly. Questions 11-14 of the [Frequently Asked Questions](#) on the DLT website reports the latest earnings requirements.

Information you will need to complete the application:

- 1) If applying for TDI or ill family caregiving leave (but not bonding leave), your physician's contact information: name, address, telephone number
- 2) The exact dates of your leave
- 3) The expected date of your return to work
- 4) Your social security number
- 5) Dates of previous TDI, TCI leave or UI benefits within the past year
- 6) FOR BONDING CLAIMS: COPIES of child's birth certificate, proof of adoption, proof of foster care placement, or proof of legal guardianship. These documents should be sent with the application, and they must be *copies of the original* documents because these documents will not be returned.
- 7) Your complete employment information for the past two years, including job title, employers' name, address, phone number, employment dates.
- 8) To receive an additional dependency allowance, information about any dependents you support including (if they are older than 12 months of age) their social security number. If your dependents live with someone else, you'll need that person's name, address, and social security number. If another person also claims your children as dependents under TDI, you'll need her or his name, address, and social security number.
- 9) Any current workers' compensation information for yourself, including the contact information of your lawyer and the Workers' Comp Insurance Company you used.

I AM READY TO APPLY NOW.

Helpful Hints – Page 3

6. DETAILED INSTRUCTIONS

First block: APPLICANT PERSONAL AND WORK INFORMATION:

This block is divided into a left and right column. The left column asks for your personal information.

The right-hand column asks you to indicate which program you are applying for.

- **Birth mothers** can check the first choice: *illness/surgery/injury* to access **TDI** benefits for the physical recovery (this box should be checked if you are seeking disability leave for pregnancy-related disability before the birth as well). **After the TDI leave is over** (normally 6 – 8 weeks after the birth), birth mothers can complete the application again, this time for **TCI**. In this case, check the third box, *bond with a child*.
- **All other applicants** for TCI leave (adoptive, foster mothers; all fathers; caregivers of ill family members) should check either the second or third box, depending on the nature of the caregiving leave.
- The next set of questions in this block is about TDI leave.

Second block: COMPLETE THIS SECTION IF FILING FOR YOUR OWN ILLNESS/SURGERY/INJURY (TDI)

- This section is for TDI applicants. Birth mothers applying for TDI for pregnancy-related disability before the birth, and all birth mothers who are applying for TDI after the birth should fill out this section.
- If applying for post-birth recovery, birth mothers can use the date of birth.
- TCI applicants do not have to fill out this section.

Third block: REQUIRED FOR ALL PROGRAMS

- Fill out this section using the last date you were at work before TCI leave
- Have the dates you received any other TDI/TCI leave or UI insurance benefits nearby to complete these questions.

Fourth block: COMPLETE THIS SECTION IF FILING FOR TEMPORARY CAREGIVER INSURANCE PROGRAM (TCI)

- Remember to submit this application no later than 30 days after the start of your leave.
- Remember to send *copies* of the requested forms. Do not send original documents, such as a birth certificate.
- If you are applying for a bonding claim and your child is less than 12 months old, you do not need to supply a social security number.

(Continued on next page)

Helpful Hints – Page 4

- For bonding claims, if you do not have the necessary documentation at the time you send in your application (for example, you haven't yet received your new child's birth certificate) you may send the required document at a later date.
- All bonding documents must have the applicant's name and the child's name on the document. For example, if fathers are applying for bonding leave, their name must be on the child's birth certificate, adoption, foster care, or guardianship form.

I AM READY TO APPLY NOW.

Fifth block (top of the second page of the paper form): **APPLICANT EMPLOYER INFORMATION**

- If you own your own business, indicate if you are a corporate officer, partner, or owner
- If you have had more than two employers in the past two years, use a separate sheet of paper to supply the requested information for all employment.
- Check each day of the week you normally work: complete this information only for your present job.
- Provide Information about earned wages (or performed services that have not yet been paid) through self-employment for the past two years

Sixth block: **YOUR DEPENDENTS ALLOWANCE—REQUIRED TO CALCULATE THE CLAIM'S BENEFIT RATE**

- All TCI applicants are required to complete this section in order to calculate your wage replacement during your leave.

Seventh block of information is about any current work-related injury or Workers' Compensation claim you may currently have.

- Fill out the required information, including dates of past Workers' Compensation payments

Make sure to sign the form, and include your social security number and the date of application.

Check the DLT website's [Frequently Asked Questions](#) page for more information.