

NJ TEMPORARY DISABILITY AND FAMILY LEAVE INSURANCE

GUIDANCE FOR MEDICAL PROVIDERS



NJ Temporary Disability Insurance provides cash benefits to employees in NJ who are unable to work due to a compensable physical or mental health condition or other disability unrelated to their work, including pregnancy/childbirth recovery.

NJ Family Leave Insurance provides cash benefits to employees in NJ who are unable to work because they need to bond with a new child, care for a family member with a physical or mental health condition (see the generous definition of “family” under the law at myleavebenefits.nj.gov), or handle certain matters related to domestic or sexual violence.

See myleavebenefits.nj.gov for helpful information to share with your patients and staff.

What is the medical provider’s role in Temporary Disability and Family Leave Insurance applications?

For Temporary Disability Insurance, your patient is applying for benefits; for Family Leave Insurance, the caregiver of your patient is applying for benefits. Online applicants are responsible for providing you with their Form ID after completing their portion. Once you receive their Form ID, **it is your responsibility to complete the online medical section certifying their disability or need for care**. Paper applicants must provide you with their application to complete your portion. You or the applicant can fax or mail the completed application to us.

✓ *Forms completed by a PA-C must be certified/signed by the supervising physician.*

We encourage online applications, however, this may not be possible for some applicants. Kindly consider printing applications for those who need them at: myleavebenefits.nj.gov/paperapp.

When should I submit the medical section?

Once the applicant provides you with the online Form ID, submit the medical section within 14 days of the request, or claim processing could be significantly delayed for your patient or their caregiver.

✓ *Applicants have 30 days after their first day of leave to file an application.*

What information do I, as the medical provider, need to provide?

Complete the medical section form in its entirety, including:

- Dates the patient is under medical supervision
- First day of disability or date the patient requires care
- Diagnosis
- Prognosis date
- Pregnancies: due date, delivery date & complications during pregnancy (if applicable)
- Signature and date
- Your medical license number

If any information is missing or illegible, we will send another form to the applicant asking for this information from you. This could delay claim processing an additional 4-6 weeks or result in a denial of benefits.

✓ *Be sure to include an actual date for the prognosis. “TBD, unknown” or leaving it blank could result in a shorter duration of approved benefits. If unsure, please estimate the date or provide the date of the patient’s next scheduled visit.*

Can I charge my patients or their caregivers to complete their medical forms?

No. N.J.S.A. 12:18-1.6 prohibits medical providers from charging a fee to complete Temporary Disability or Family Leave Insurance forms.

Is the online application secure?

Yes. The information you submit is encrypted, and the system meets all state-mandated security standards.



Online medical certifications are strongly recommended but you may also submit a paper medical section to the Division by mail or fax.

Benefits for new & expectant parents

Temporary Disability Insurance can provide cash benefits for expectant parents when they need to stop working before giving birth and while recovering. Birthing parents can transition directly to Family Leave Insurance to bond with their newborn baby. Family Leave Insurance is also available for non-birth parents to bond with their newborn, newly adopted, or newly placed foster child within a year of birth or placement.

Job protection is provided under state and federal law

Learn more at myleavebenefits.nj.gov/jobprotection.

For more information on Family Leave and Temporary Disability Insurance see myleavebenefits.nj.gov.

For further assistance



T: 609-292-7060
MONDAY-FRIDAY
8:00 am – 4:30 pm
F: 609-984-4138



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Family Leave Insurance**
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