California state government employees
645 Salem Street
(PO Box 8190, Chico, CA 95927-8190)

Chino Hills .......... 15315 Fairfield Ranch Road, Ste. 100
(PO Box 60066, City of Industry, CA 91716-0006)

Fresno ....... 2550 Mariposa Mall, Rm. 1080A
(PO Box 12, Fresno, CA 93707-0032)

Long Beach .... 4100 Long Beach Blvd., Ste. 600
(PO Box 469, Long Beach, CA 90801-0469)

Los Angeles ....... 880 S. Figueroa Street, Ste. 200
(PO Box 313096, Los Angeles, CA 90051-1096)

Oakland ............ 7677 Oakport Street, Ste. 325
(PO Box 1857, Oakland, CA 94606-1857)

Riverside .......... 1190 Palmynerta Avenue, Ste. 100
(PO Box 59930, Riverside, CA 92517-9930)

Sacramento .......... 5009 Broadway
(PO Box 13140, Sacramento, CA 95811-1340)

San Bernardino .......... 371 West 3rd Street
(PO Box 781, San Bernardino, CA 92402-0781)

San Diego .. 9246 Lighthouse Avenue, Bldg A, Ste. 300
(PO Box 120831, San Diego, CA 92112-0831)

San Francisco .... 745 Franklin Street, Rm. 300
(PO Box 191354, San Francisco, CA 94119-1354)

San Jose ........... 297 West Hedding Street
(PO Box 617, San Jose, CA 95156-0617)

Santa Ana ........ 615 West Santa Ana Blvd, Bldg 28, Rm. 735
(PO Box 1466, Santa Ana, CA 92702-1466)

Santa Barbara .... 128 East Ortega Street
(PO Box 1529, Santa Barbara, CA 93102-1529)

Santa Rosa ........ 606 Healdsburg Avenue
(PO Box 700, Santa Rosa, CA 95402-0700)

Stockton ......... 3127 Transworld Dr., Ste. 150
(PO Box 201006, Stockton, CA 95201-0060)

California State Government Employees
(PO Box 2168, Stockton, CA 95202-2168)

Van Nuys .......... 15400 Sherman Way, Rm. 500
(PO Box 10402, Van Nuys, CA 91401-0402)

DI Office Locations & Mailing Addresses

**DI Office Locations & Mailing Addresses**

California State Government Employees
645 Salem Street
(PO Box 8190, Chico, CA 95927-8190)

By Internet: www.edd.ca.gov/disability

By phone: 1-800-480-3287

By mail: EDD, Disability Insurance, PO Box 989777, West Sacramento, CA 95798-9777

In person by visiting any of the DI offices listed under ‘DI Office Locations.’

California state government employees covered by SDI should call 1-866-352-7675.

2. When filing SDI Online, complete all required fields. A receipt number will be generated when your claim is submitted. If using a paper claim form, complete and sign the “Claim Statement of Employee.” Print clearly, and verify your answers are complete and correct as errors delay payments.

3. Have your physician/practitioner complete the “Physician/Practitioner Certification” online or use the paper claim form. If filing online, your physician/practitioner will need your receipt number to complete the “Physician/Practitioner Certification.” Usually a claim cannot begin more than seven days before you were examined by or under the care of a physician/practitioner. Certification may be made by a licensed medical or osteopathic physician and surgeon, nurse practitioner, physician assistant, chiropractor, dentist, podiatrist, optometrist, designated psychologist, or an authorized medical officer of a United States government facility. Certification may also be made by a licensed nurse-midwife or licensed midwife for disabilities related to normal pregnancy or childbirth.

4. File online or submit your paper claim form within 49 days from the date your disability begins. If your claim is late, you may lose benefits unless your explanation of the delay is accepted as reasonable.

**DI Plans**

- **State Plan.** The DI state plan is covered in this brochure.
- **Voluntary Plan (VP).** A private plan, approved by the Director of the EDD, which may be substituted for the State Plan. Voluntary Plans may be established if the employer and majority of employees agree to do so. VP information and filing a claim may be done through your employer. If you are covered by a VP, the provisions of this brochure may not apply to you. Obtain information about your coverage and file a VP claim through your employer.
- **Elective Coverage (EC).** Employers and self-employed persons, including general partners, may elect coverage. The method of computing benefits for EC participants is not the same as for mandatory rate payers. The cost of participating, which is set annually, can be obtained from your local EDD Employment Tax Customer Service Office. EC claims are filed in the same manner as State Plan claims; however, there are some differences in eligibility requirements from those listed in this pamphlet.
- For additional information or to apply for coverage, contact EDD DI customer service at 1-888-745-3886, or visit our website at www.edd.ca.gov/disability.

**How to Claim State Plan Benefits**

1. Use SDI Online to securely file for benefits or request a paper claim form online.
3. By phone: 1-800-480-3287
4. By mail: EDD, Disability Insurance, PO Box 989777, West Sacramento, CA 95798-9777

In person by visiting any of the DI offices listed under ‘DI Office Locations.’

California state government employees covered by SDI should call 1-866-352-7675.
January, February, or March, your base period is the 12 months ending last September 30. (Example: A claim beginning February 14, 2016, uses a base period of October 1, 2014, through September 30, 2015.)

April, May, or June, your base period is the 12 months ending last December 31. (Example: A claim beginning June 20, 2016, uses a base period of January 1, 2015, through December 31, 2015.)

July, August, or September, your base period is the 12 months ending last March 31. (Example: A claim beginning September 27, 2016, uses a base period of April 1, 2015, through March 31, 2016.)

October, November, or December, your base period is the 12 months ending last June 30. (Example: A claim beginning November 2, 2016, uses a base period of July 1, 2015, through June 30, 2016.)

Exceptions: If your claim is determined to be invalid but you were unemployed and seeking work for 60 days or more in any quarter of your base period, you may be able to substitute wages paid in prior quarters. You may be entitled to substitute wages paid in prior quarters to either validate your claim or increase your benefit amount, if during your base period you:

- were in the military service.
- received workers’ compensation benefits.
- did not work because of a labor dispute.
- If your situation fits any of the above, include a letter and supporting documentation with your claim form.

Wage Continuation. If your employer continues to pay you wages during your DI claim, your DI benefits may be affected. DI benefits plus wages cannot exceed your regular weekly wage. DI benefits are not affected by vacation pay you may receive.

Maximum Benefits. The maximum benefit amount is 52 times the weekly rate, but not more than your total base period wages. Exception: For employers and self-employed individuals who elect SDI coverage, the maximum benefit amount is 39 times the weekly rate.

Additionally, benefits are payable only for a limited period to a resident in an alcoholic recovery home or drug-free residential facility that is both licensed and certified by the state in which the facility is located. However, disabilities related to or caused by acute or chronic alcoholism or drug abuse, being medically treated, do not have this limitation.

Eligibility. As with any medical condition, your disability benefit period begins the first day you are unable to do your regular or customary work. DI benefits are based on the period of time your physician/practitioner certifies you are unable to do your regular or customary work. Do not send in your claim for pregnancy-related DI benefits until the date your physician/practitioner certifies you are unable to work.

NOTE: For information on Paid Family Leave (PFL) bonding benefits, see the “Other Programs” section of this brochure.

You May Not Be Eligible for Benefits
- If you are receiving Unemployment Insurance or PFL benefits.
- If you are not working or looking for work at the time your disability begins.
- If you are in custody due to conviction of a crime.
- If your full wages are paid.
- If you are receiving workers’ compensation at a weekly rate equal to or greater than the DI rate. If workers’ compensation benefits are paid at a lower rate than your DI rate, you may be paid the difference.
- For the amount of time a claim is late (without good cause).
- If you make a false statement or fail to report a material fact. (A 30 percent penalty may be assessed if benefits are overpaid because you willfully withheld a material fact or made a false statement.)
- If you fail to attend an independent medical examination when requested. (Fees for such examinations are paid by the EDD.)
- If you make a false statement or fail to report a material fact. (A 30 percent penalty may be assessed if benefits are overpaid because you willfully withheld a material fact or made a false statement.)
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- If you fail to attend an independent medical examination when requested. (Fees for such examinations are paid by the EDD.)

Your Rights. You are entitled to:
- Know the reason and basis for any decision that affects your benefits.
- Appeal any decision about your eligibility for benefits. (Appeals must be sent to the DI office in writing.)
- Request an appeal hearing before an Administrative Law Judge (ALJ). You may further appeal the ALJ decision to the California Unemployment Insurance Appeals Board and the courts.
- Privacy – all claim information will be kept confidential except for the purposes allowed by law.

Your Obligations. Your responsibilities:
- Complete your claim and other forms correctly, completely, and truthfully.
- Submit your claim and other forms according to time limits on forms. If your claim is submitted late and you believe you have a good reason for being late, you should include a written explanation of the reason(s) with the form.
- Contact DI if you do not understand a question or how to answer it.
- Include your name and claim identification number on letters to DI.

Contact DI
- By email at https://askedd.edd.ca.gov
- By phone at:
  - English 1-800-480-3287
  - Spanish 1-866-658-8846
- By U.S. mail addressed to PO Box 13140, Sacramento, CA 95813-3140.
  - If you do not have a current claim, you may write to any DI office. Note: Do not mail claim forms to this PO Box.
- By TTY (teleypewriter for deaf, hearing-impaired, and speech-impaired persons only) at 1-800-563-2441.
- In person by visiting any of the DI offices listed under “DI Office Locations.”