

Use this checklist to get ready to apply for benefits.

Important dates to know

Aug. 14, 2023 You can create an account in Frances Online and apply for benefits

Sept. 3, 2023 You can start taking paid leave

Starting Aug. 14, 2023, employees and self-employed people who have chosen coverage can:

- Create a [Frances Online](#) account.
- Apply for benefits online through their Frances Online account.
- Download and print an application (to apply by mail) from the [Paid Leave website](#), or call us at 833-854-0166 (toll-free).

Frances Online is the **quickest and easiest way** to apply for Paid Leave. As a new system, the online application process may change as we continue to improve it and make it easier for you to use.

If you can't access Frances Online, send us a paper application or call to apply by phone. It may take longer for you to receive a response.

If your employer has an equivalent plan instead of participating in the state's Paid Leave plan, you must apply separately under the equivalent plan. Ask your employer for instructions on how to do that.

Get ready

Before you apply:

- Inform your employer — you need to tell your employer at least 30 days before the start date of your leave. In an emergency, you can give them 24-hour verbal notice and then follow up with a written notice in 3 days.

Note: If you can't show that you told your employer about your leave, Paid Leave may reduce your first weekly benefit payment by 25%.

- Put together the information you will need — details for each step are included in this checklist.
- Create a Frances Online account — Frances Online is the fastest way to apply for benefits.

Step 1: Create a Frances Online account

What you need to create an account:

- Your full legal name and date of birth
- Your Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- Your contact information, including your phone number, email address, physical address and your mailing address, if it is different than your physical address
- Your state driver's license or state identification card (if you have one)
- If you have filed a Paid Leave claim in the past, you will need the letter that we have already sent to you

Step 2: Apply for benefits

What you need to apply

You can apply immediately after you create an account in Frances Online.

- Your Social Security Number (SSN) or Individual Tax Identification Number (ITIN).
- The type of leave you are applying for (family, medical or safe).
- Your requested leave schedule (consecutive or intermittent) and the expected start and end dates of your paid leave.
 - Consecutive leave means that you take leave from the start date to the end date of your leave, without working at any job during that time.
 - Intermittent leave means that you occasionally take days or weeks of leave between the start and end dates of your leave, but you also work during your leave.
- Your current and past 18 months of employment information including:
 - Business name, address, and phone number
 - Your job title (to help you find your occupation)
 - Your date of hire
 - How often and how much your employer pays you
 - The number of days each week that you usually work for each employer
 - The date you told your employer about your leave
- Information about workers' compensation or unemployment benefits you may be receiving.

- Information about any equivalent plan coverage you have and any paid leave you have taken under this plan.
- Your preferred benefit payment method. You can choose between a prepaid debit card and direct deposit. If you choose direct deposit, you will need your bank account and routing numbers.
- Your preference for tax withholding.

Step 3: Verify your life event

What you need to verify your life event

We base the documentation you need to verify your [qualifying life event](#) on what type of leave you need to take. **You only need to give us one document from the list for your type of leave.**

Family leave to care for and bond with a child after birth:

- Your child's birth certificate
- Paid Leave Oregon Verification of Birth Form
- A Consular Report of Birth Abroad
- A document by your child's or the pregnant parent's health care provider. The pregnant parent can be you or another parent of the child. See the [Employee Guidebook](#) for more information about this document.
- A hospital admission form related to your child's delivery

For an **additional two weeks of leave related to pregnancy**, you need documentation that shows you are currently pregnant or gave birth in the year before the start of your leave.

Family leave to care for and bond with a child after adoption or foster care placement:

- A copy of a court order that verifies your child's placement
- A letter signed by the attorney representing you as the foster or adoptive parent that confirms your child's placement
- A document from the foster care, adoption agency, or social worker involved in your child's placement that confirms the placement
- A document for your child by the United States Citizenship and Immigration Services (USCIS)

Family leave to care for a family member with a serious health condition:

You need to show verification of your family member's serious health condition by a health care provider. Use one of the verification forms listed under medical leave.

Medical leave:

The documents on this list have sections that your health care provider or your family member's health care provider need to fill out. Have them fill out or give you **one of the following**:

- Paid Leave Oregon Verification of Serious Health Condition Form
- [Oregon and Federal Family and Medical Leave Health Care Provider Certification](#)
- Other documentation — visit the [Employee Guidebook](#) for a list of documentation requirements.

Safe leave:

Provide verification with **one of the following documents**.

- A copy of a police report
- A formal complaint to a school's Title IX coordinator
- A copy of a protective order (not the petition)
- Other documents from an attorney, law enforcement officer, health care provider, licensed mental health professional or counselor, member of the clergy, or victim services provider

If you have difficulty getting one of the documents listed above or have concerns about safety, you can fill out the Paid Leave Verification of Safe Leave Form.

After you apply for benefits, check your Frances Online account often so you can respond quickly to any information we may need to approve your application.

For more information on how to apply for benefits through Frances Online, please watch the [How to Apply for Benefits Overview video](#) at paidleave.oregon.gov.

Read our [Employee Guidebook](#), [Self-Employed Guidebook](#), or visit paidleave.oregon.gov for more detailed information about applying for benefits.