



DETACH THIS PAGE AND KEEP FOR YOUR RECORDS

CLAIMANT RIGHTS AND RESPONSIBILITIES

RULES FOR FILING A CLAIM AND APPEAL RIGHTS

1. It is **your** responsibility to file this claim form promptly **after** you stop working due to your disability. Filing your claim before your last day of work will delay its processing. The law requires that claims must be filed within 30 days after the beginning of the disability. **Benefits may be denied or reduced if the claim is filed late**. If your claim is filed beyond the thirty day period, please use the space provided on the reverse side of Part A to give your reasons for the late filing.
2. If you disagree with a determination on your claim and wish to appeal, you must do so in writing within ten days from the date the decision was mailed. You do not need a lawyer at the appeal hearing.

CLAIMANT RESPONSIBILITIES:

1. Your signature certifies that you understand any misrepresentation of fact or failure to disclose a material fact may be punishable under the law. This includes any changes to the Medical Certificate or the Employer's Statement made by you without authorization by your physician or your employer.
2. You must inform us of any other payments you are receiving such as sick pay or wages, a pension from your last employer, worker's compensation benefits, Social Security Disability benefits, or disability benefits from your employer or union.
3. If you receive a request for continued medical certification (Form P30), you must have your physician complete and sign the form. You should return it promptly.
4. When you recover or return to work, you must report this date immediately to the Division of Temporary Disability Insurance.
5. If you are requesting voluntary Federal Income Tax (F.I.T.) deductions to be withheld from your disability benefits, attach Form W-4S (Request for Federal Income Tax Withholding From Sick Pay) to your claim. Forms should be obtained from your employer or the Internal Revenue Service.

Note: If your disability is expected to last for one year or longer, you may be eligible for Federal Social Security Disability Benefits.

Toll Free number for Social Security: 1-800-772-1213

Claims Assistance:

If you require any assistance with your claim, call:

Customer Service: 877-369-0979

Fax: 610-977-3216



**READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE ATTACHED FORM,
CLAIM FOR DISABILITY BENEFITS – DS-1**

- 1. Complete both sides of the claimant's portion of this form (Part A & A1.)** YOU ARE RESPONSIBLE for having Part B completed by your doctor and Part C by your last employer. If you have worked for more than one employer during the past year, you may copy Part C for completion by the other employer(s) to avoid processing delays. **Any missing or incorrect entries on this form will delay processing of your claim.** If you cannot have Parts B and/or C completed timely, complete Part A and A1 and return the application as soon as possible.
- 2. Read all questions carefully!** Print or write clearly since this information is used to determine your right to benefits.
- 3. BE SURE TO WRITE YOUR SOCIAL SECURITY NUMBER AND NAME ON EACH PORTION OF YOUR CLAIM.**

Instructions For Part A and A1 – Claimant's Statement – Please complete all questions

- Items 1, 4 & 6** Include your full name and complete address (this information is required). If your mailing address is different than your home address, be sure to complete Item 6.
- Item 3** Please print or type your Social Security Number CLEARLY. An incorrect or illegible number will cause a delay in processing your claim.
- Item 9** You must complete this item. If your answer to this question is "No," you must complete Items 10 and 11 and give your country of origin.
- Items 12 –15** Please give exact dates. Remember to include the dates of any Emergency Room care you may have received for this disability. If available, provide proof of emergency room care.
- Item 18** List the name and address of the physician who treated you for this disability. You must be under the care of a legally licensed physician, dentist, optometrist, podiatrist, practicing psychologist, chiropractor or advanced practice nurse. If you have been treated by more than one physician, use the additional space provided on the reverse side of Part A to list their names and addresses.
- Item 19** Starting with your most recent employer, list all employers, including those for whom you worked part-time, for the last **18 months**. If you had more than two employers, list the others with the dates you worked in the space provided on Part A1. Give business names and addresses as they appear on your pay envelopes, pay checks, employers' stationery or as listed in the telephone book.
- Part A1** In the event that you are unable to telephone our agency, you may designate a representative in this space to obtain information on your behalf. **If there is no one listed, only YOU will be able to obtain information on your claim from this agency.**
- Item 1**
- Item 2** **Sign and date the claim form. Include your telephone number.**

Important: We suggest that you keep a copy of the completed claim form for your records.

Please send all claims and claims related correspondence to the following address:

**Arch Insurance Company c/o Administrative Concepts, Inc
994 Old Eagle School Road, Suite 1005
Wayne, PA 19087-1802
Phone: 877-369-0979 Fax: 610-977-3216**



**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-3-10)

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 <input type="checkbox"/> Female <input type="checkbox"/>	8. Occupation
--	---	---------------

9. Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Alien Reg. No.	11. Work Authorization
If NO , answer #10 & 11 and give country of origin: _____		From _____ To _____

12a. What was the last day that you actually worked before your disability began?	Month	Day	Year
---	-------	-----	------

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	Month	Day	Year
---	-------	-----	------

14. If you have recovered or returned to work from this disability, list date: (Do not use dates in the future)	Month	Day	Year
---	-------	-----	------

15. Date(s) of emergency room care: _____ or hospitalization: From _____ To _____
Month/Day/Year Month/Day/Year 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: _____ _____ <small>(Street) (City) (State) (Zip)</small>	Period of employment: From _____ To _____ <small>month/day/year month/day/year</small> Work Telephone: _____ Location _____ <small>City State</small>
---	---

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: _____ _____ <small>(Street) (City) (State) (Zip)</small>	Period of employment: From _____ To _____ <small>month/day/year month/day/year</small> Work Telephone: _____ Location _____ <small>City State</small>
--	---

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



WDS-1 (R-3-10)

Claimant's Name: _____

Social Security Number

Claimant's Telephone No: (____) _____

| |

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 (____) _____

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 _____

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 <input type="checkbox"/> Part time <input type="checkbox"/> Union _____ Division _____

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

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 <input type="checkbox"/> Part time <input type="checkbox"/> 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-3-10)

Claimant's Name: _____

Social Security Number

Claimant's Address: _____

| |

Claimant's Telephone No: (_____) _____

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** _____ **TO** _____
(Month/Day/Year) (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? Not related to his/her work
 Due to a condition which developed because of the nature of the work.

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: _____ Clt's Tele # () _____	SOCIAL SECURITY NUMBER
Clt's Address: _____	

PART C TO BE COMPLETED BY YOUR EMPLOYER OR COMPANY REPRESENTATIVE WDS-1(R-3-10)

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. Check 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 or more 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 _____ **I CERTIFY THE INFORMATION GIVEN ABOVE IS CORRECT**
 Address _____ Signed _____ Date _____
 City, State, Zip _____ Print or Type Name _____
 Mailing Address, If Different _____ Official Title _____
 FAX No. () _____ Telephone () _____ E-Mail Address _____