

Do I qualify for accelerated application review?

To request accelerated application review, you must:

- Have submitted a complete application
- Have been waiting four or more weeks for us to process your application
- Demonstrate that you are facing one or more of the following circumstances:
 - Notice of eviction
 - Notice of power or utility shutoff
 - Other imminent financial hardship, like an inability to pay for medications

How to request

1. **Gather documentation that shows you are facing imminent financial hardship.** This could include things like a notice of eviction or utility shutoff notice. If you cannot provide documents that support your request, write a short explanation of your circumstances using the template on the next page. Make sure to include your name and Paid Leave Customer ID.
2. **Upload your documents to your benefit account** by [logging in](#) and selecting "Upload Documents" in the Take Action box on your benefit account homepage.
 - Visit the [technical support page](#) on our website for step-by-step instructions.
 - You may select "Other" in the "Document Type" drop-down menu on the "Upload Documents" page in your account.
3. **Complete the form on page two and submit it to us using the instructions on the form.** Please note that you need to upload your documentation to your benefit account before submitting this form. If we receive the form and are missing your documents, we will not process your request.

Please note: An approval of your accelerated processing request does not change the criteria for benefit eligibility or the amount of benefits you are eligible to receive, and it does not guarantee that you will be approved for Paid Family and Medical Leave benefits.

We do not consider age, sex (including pregnancy), marital status, sexual orientation, gender expression or identity, race, creed, color, national origin, honorably discharged veteran or military status, disability, or use of a trained service animal by a person with a disability in our decision to expedite processing of your application.

Washington
Paid Family & Medical Leave

Employment Security Department

Accelerated application review request form

Your information

Paid Leave Customer ID number:

Name:

Phone number:

Do we have permission to leave detailed messages about your request at the number you provided?

- Yes
- No

Date you applied for Paid Leave:

Reason for requesting accelerated review

- Received a notice of eviction
- Received a notice of imminent power or utility shutoff
- Other imminent financial hardship (ex. inability to pay for medications)

Confirmation and authorization

We will not accept your accelerated application review request until after you upload your documentation to your Paid Leave benefit account.

- I confirm that I uploaded my documents to my account.***

Paid Family and Medical Leave may need to verify information you provide and may request additional information as needed. If you misrepresent yourself, or knowingly withhold information from us, it will be considered fraud. If you provide inaccurate information, we may deny your request for accelerated application review.

- I confirm that the information I provided is truthful and accurate.***

Email your completed form to hardshiprequest@esd.wa.gov.