

Accelerated review instructions and form

Do I qualify for accelerated application review?

To request accelerated application review, you must:

1. Have submitted a complete Paid Leave benefit application or redetermination.
2. Have been waiting at least one week for us to begin processing your application.
3. Demonstrate that you are facing one or more of the following circumstances:
 - Notice of eviction or power or utility shutoff.
 - Other imminent financial hardship.

How to request

If you meet the criteria above:

1. **Gather documents that show you're facing imminent financial hardship.** This could be things like a notice of eviction or utility shutoff notice. Make sure to include your name and Paid Leave Customer ID. **We won't process hardship requests without documentation.**
2. **Complete the form on page two and submit the form and your documents by:**
 - Emailing them to us at hardshiprequest@esd.wa.gov, or
 - Uploading them to your benefit account. Log in to your account and select "Upload Documents" in the Take Action box on the homepage. After uploading, email hardshiprequest@esd.wa.gov with your name, phone number, and Paid Leave customer ID number so we can review your request.

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. **Approval of your accelerated processing request doesn't guarantee that your Paid Leave benefit application will be approved.**

Your information

Paid Leave Customer ID number:

Name:

Phone number:

Reason for requesting accelerated review

- Received a notice of eviction or of imminent power or utility shutoff
- Other imminent financial hardship

Explanation of request for accelerated review

Please briefly describe your circumstances below. Include any relevant information that may help us approve your request. Attach additional pages if necessary.

Confirmation and authorization

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, it will be considered fraud. If you provide inaccurate information, we may deny your request.

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