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FISCAL INTERMEDIARY PROGRAM

Paid Family and Medical Leave (PFML) Notice **MassHealth Personal Care Attendant (PCA) Program**

1/12/2021

What is PFML?

Starting on January 1, 2021, the Commonwealth of Massachusetts will begin offering Paid Family and Medical Leave (PFML) benefits to eligible employees, including Personal Care Attendants (PCAs) in the MassHealth PCA program. As described on the Department of Family and Medical Leave's website at www.mass.gov/dfml, PFML is:

a state-offered benefit for anyone who works in Massachusetts and is eligible to take up to 26 weeks of paid leave for medical or family reasons. PFML is funded through a Massachusetts tax, and is separate from both the federally mandated benefits offered by the Family Medical Leave Act (FMLA) and from leave benefits that may be offered by your employer.

PFML leave may be taken to:

- *Care for a sick family member;*
- *Bond with a newborn child;*
- *Bond with a child after adoption or foster care placement;*
- *Manage family affairs when a family member is on active duty in the armed forces; or*
- *Manage a personal serious injury or illness.*

How does a PCA request PFML benefits?

A PCA can request PFML leave by contacting the Department of Family and Medical Leave (DFML). With the exception of emergencies, PCAs must provide at least 30 days' notice to their Consumer-employers before taking PFML leave.

To apply for PFML, PCAs should call:

The Department of Family and Medical Leave

833-344-7365

8:00am to 5:00pm

IMPORTANT: It is strongly recommended that PCAs apply for PFML benefits via telephone. If you are a PCA and try to submit an application online, you will be required to

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provide your Consumer-employer's employer identification number. However, PCAs who request PFML benefits via telephone will only need their Consumer-employers' name, and will NOT be required to provide their Consumer-employers' employer identification number.

What happens when a PCA applies for PFML benefits?

When a PCA applies for PFML leave:

1. The Department of Family and Medical Leave will ask the PCA for documents regarding the PCA's identity and reason(s) for taking leave;
2. The PCA must submit these documents back to the Department of Family and Medical Leave;
3. Once the documentation is received, the Department of Family and Medical Leave will send an online questionnaire to the Fiscal Intermediary;
4. The Personal Care Management (PCM) agency will reach out to the Consumer-employer and ask them to complete a verification form and send it back to the Fiscal Intermediary.
5. The Department of Family and Medical Leave will contact the PCA once a decision regarding their leave request has been made.

How can I learn more about PFML?

You can obtain more information by visiting the Department of Family and Medical Leave's website at <https://www.mass.gov/PFML> or calling 833-344-7365.

To read the PFML statute, **M.G.L. c. 175M**, please visit <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXII/Chapter175M>