



## CALIFORNIA STATE UNIVERSITY, FRESNO

### HOW TO FILE A NONINDUSTRIAL DISABILITY INSURANCE (NDI) CLAIM

**Human Resources**  
(559) 278-2032

In order to begin the Nonindustrial Disability Insurance (NDI) process, Human Resources will need a medical note placing you off work status. The medical note will determine your date of disability.

Once the date of disability has been determined, the claim will need to be completed as follows:

1. Provide the NDI claim form to Payroll Services located in Joyal Administration, Room 249 for completion of *Part A- Employer Information*.
2. The form will be returned to you in order to complete *Part B - Claim Statement of Employee*. Please complete this section and skip item 9 and 10 which do not apply to your case.
3. Once you have completed this section, please submit the form to your doctor for completion of *Part C - Doctor's Certification*. You may be charged a nominal fee by your physician for completing this section of the form. Once the NDI claim form has been completed, you or your doctor will need to mail the claim to:

**State of California  
Employment Development Department  
NDI Unit  
P.O. Box 2168  
Stockton, CA 95201-2168**

Upon receipt of your NDI claim by the Employment Development Department (EDD), your NDI claim will be processed and evaluated which could take them approximately 10 – 14 days. EDD will then mail you a packet of information regarding your approved or denied claim. If your claim is approved, you will begin to receive NDI payments approximately 7 – 10 days after Payroll Services receives the NDI authorization from EDD. Timely filing of the claim is important as the total process could take up to four-six weeks.

Your NDI payment will be paid through Payroll Services. Once a pay warrant has been issued, it will be released to your department. Please contact your department to make arrangements on the release of your pay warrant (i.e., authorizing a designee to pick-up, mailing your pay warrant.)

**The Human Resources must have a doctor's release prior to your return to work date.** If you do not return to work on your scheduled return to work date, you will be responsible for obtaining a medical note extending your return to work date. In addition you will need to submit the NDI extension form (8500B) to your doctor for an extension on your NDI benefits.