



## **T.J. ANTHONY CATASTROPHIC ILLNESS PROGRAM (CIP) Instructions for CIP Family Member (CIP-FM) Applicant**

**Use this form only if you are applying for CIP to care for a family member**

### **Eligibility:**

Any employee of the City and County of San Francisco may participate in the CIP if the employee meets all the following conditions:

- The employee is eligible to accumulate and use sick leave and vacation credits
- The employee has exhausted all his/her available paid leave
- The employee has a catastrophically ill family member
- The employee must take time off from work to care for the catastrophically ill family member.

### **Definition of family member:**

“Family member” means a spouse, registered domestic partner, or another dependent as dependent is defined in the Internal Revenue Code (26. U.S.C. sec.152 as amended from time to time).

### **Form Instructions:**

- 1) CIP-FM applicant completes Section I (page 2). Sections II, III, & IV are completed by the Department of Public Health. The following documents must be attached to this application:
  - a. Birth certificate **or** copy of marriage certificate, or registration of domestic partnership, and
  - b. Proof of FM dependency (copy of official filed current year IRS tax form 1040 and signed IRS form 4506T-EZ short form request for individual tax return transcript (strikeout income information)
  - c. Completed FMLA forms. Applicants on intermittent FMLA do not meet the CIP-FM eligibility criteria per ordinance section 16.9-29 D3 because they accrue sick leave and vacation while working
- 2) CIP-FM applicant obtains a verification of leave status from his or her departmental human resources/payroll offices. This verification must indicate the first date the applicant is unable to work
- 3) CIP-FM applicant’s family member physician completes page 4, physician’s certification
- 4) **Required documentation checklist:**
  - Original application (including physician certification)
  - Copy of approved leave from applicant’s department
  - Proof of relationship (birth certificate, marriage certificate, etc.)
  - Proof of FM dependency (see above)
- 5) Submit original application with required documentation to:

Catastrophic Illness Program  
Department of Human Resources  
One S. Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Fax: (415) 701-5884  
Email: dhr-catill@sfgov.org

**NOTE: An incomplete application packet will delay review/approval of your CIP application  
FOR ASSISTANCE PLEASE CALL (415) 701-5802**



**APPLICATION FOR T.J. ANTHONY CATASTROPHIC ILLNESS  
PROGRAM FAMILY MEMBER (CIP-FM)  
(Administrative Code Section 16.9 – 29B)**

**I. Application** (mark one):  New  Extension (RIN # \_\_\_\_\_) Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ DSW: \_\_\_\_\_

Class # / Title: \_\_\_\_\_ Union: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Email (Personal): \_\_\_\_\_ Email (Work): \_\_\_\_\_

City Department: \_\_\_\_\_ 3-letter Dept. Code: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Payroll Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Personnel Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Family Member Information**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Authorization for release of medical records:**

I hereby authorize my physician to release my medical records to the San Francisco Department of Public Health and its authorized designee at Department of Human Resources for its evaluation of my application for the Catastrophic Illness Program. I also authorize the DPH and/or DHR to contact my physician as part of its evaluation.

**Family Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**II. DPH Determination:** \_\_\_ Approved \_\_\_ Denied \_\_\_ Hold/Pending

DPH has provisionally determined that your family member is catastrophically ill. This determination of catastrophic illness is valid until \_\_\_\_\_ and must be re-evaluated at that time. If you wish to have the catastrophic illness determination extended beyond the above date, you must submit a new application through the Department of Human Resources.

Name: \_\_\_\_\_

Your eligibility to receive donated sick pay and vacation credits is subject to the following:

1. You must be eligible to accumulate and use sick leave and vacation credits
2. You must have exhausted all available paid leave, including sick, vacation, compensatory, holidays and in-lieu time
3. You must provide DHR with a copy of your approved Request for Leave form or Family Medical Leave Act (FMLA) form.
4. You must be off work to take care of your catastrophically ill family member
5. You must notify DHR if there is any change in your family member's health status while you are on CIP-FM
6. You must attach completed and approved FMLA forms.

Your recipient identification number (RIN) is: \_\_\_\_\_

DPH has determined that your family member is not catastrophically ill for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

You may appeal this decision to the DPH Health Officer. Please call DHR at (415) 701-5889 for appeal procedures.

DHR Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. Processing Instructions:**

Call your payroll office if you have questions about your leave balances. Your department HR/payroll office must certify the following on this form:

Employee has exhausted all available paid leave, including sick, vacation, compensatory, other holidays, and in-lieu time as of: \_\_\_\_\_ pay period ending: \_\_\_\_\_

**CERTIFIED:** \_\_\_\_\_ **Department** \_\_\_\_\_  
Department Representative Name and Title

**Department Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The department payroll office will submit this form to PPSD, SFUSD, or SFCCD payroll once the above certification is made.

**IV. Distribution:**

Following completion of Part II, DHR will distribute the form to:

- Applicant
- Applicant's department head
- PPSD or SFUSD or CCSF payroll
- Retirement
- DPH file

Following completion of part III, the departmental payroll office will distribute this form to:

- PPSD or SFUSD payroll office
- Applicant
- Department file



## PHYSICIAN'S CERTIFICATION OF CATASTROPHIC ILLNESS (CIP-FM)

Patient Name: \_\_\_\_\_

Patient Diagnosis: \_\_\_\_\_

Onset of Catastrophic Illness (date): \_\_\_\_\_

Describe and explain the reported symptoms that result in the patient's inability to work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Course of Treatments(s) and Date(s)

Treatment: \_\_\_\_\_ Date: \_\_\_\_\_

Treatment: \_\_\_\_\_ Date: \_\_\_\_\_

Treatment: \_\_\_\_\_ Date: \_\_\_\_\_

Treatment: \_\_\_\_\_ Date: \_\_\_\_\_

### Current Prognosis:

\_\_\_\_\_  
\_\_\_\_\_

### When do you expect improvement in the patient's ability to return to work?

\_\_\_\_\_  
\_\_\_\_\_

Anticipated or exact date of return to work: \_\_\_\_\_

\_\_\_\_\_

### Attending Physician Only:

I certify that the above-named patient should be considered for approval of catastrophic illness determination.  
She/he has a life-threatening illness or injury.

Certified: \_\_\_\_\_

Name and Title

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

License #: \_\_\_\_\_