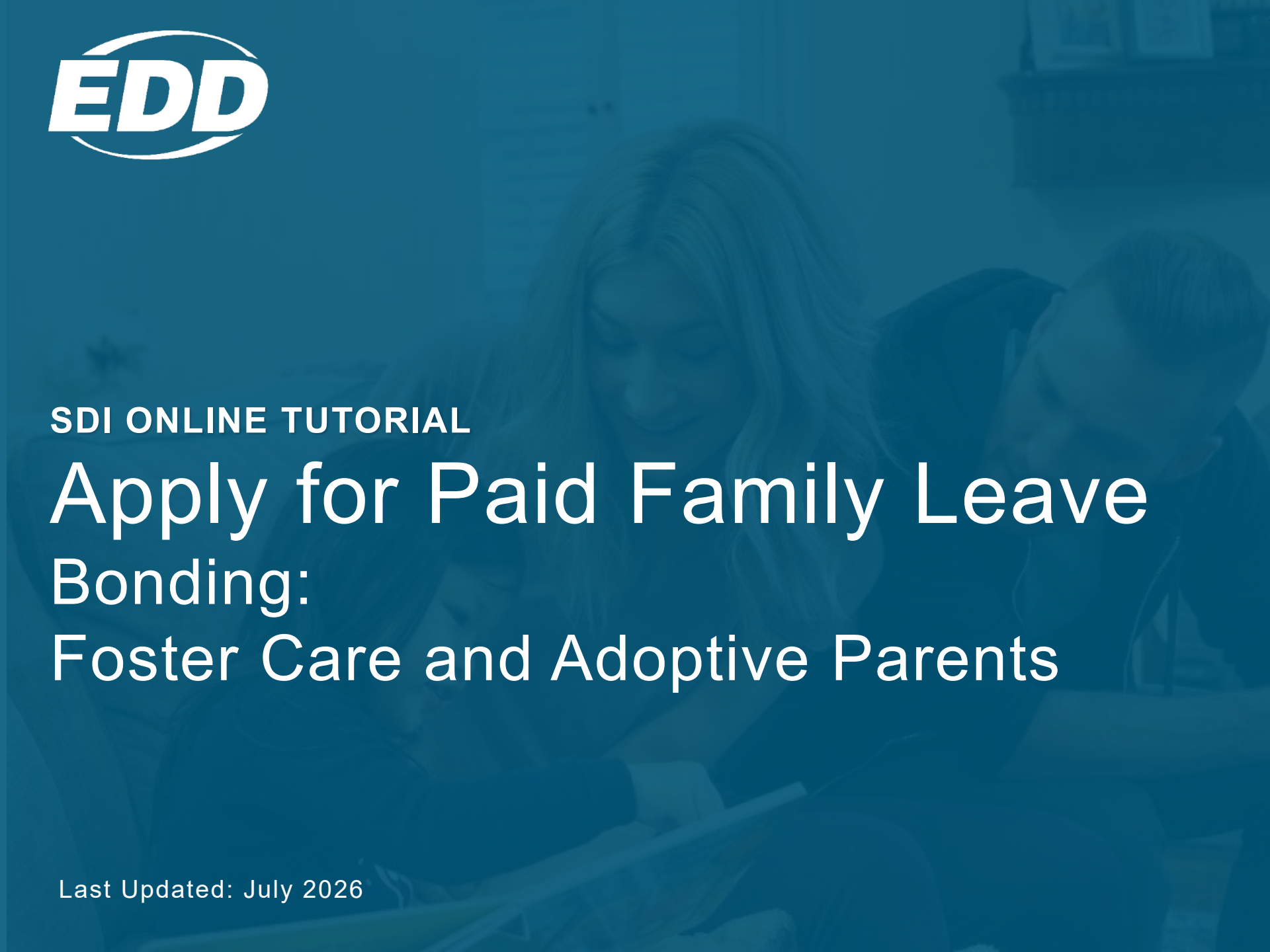
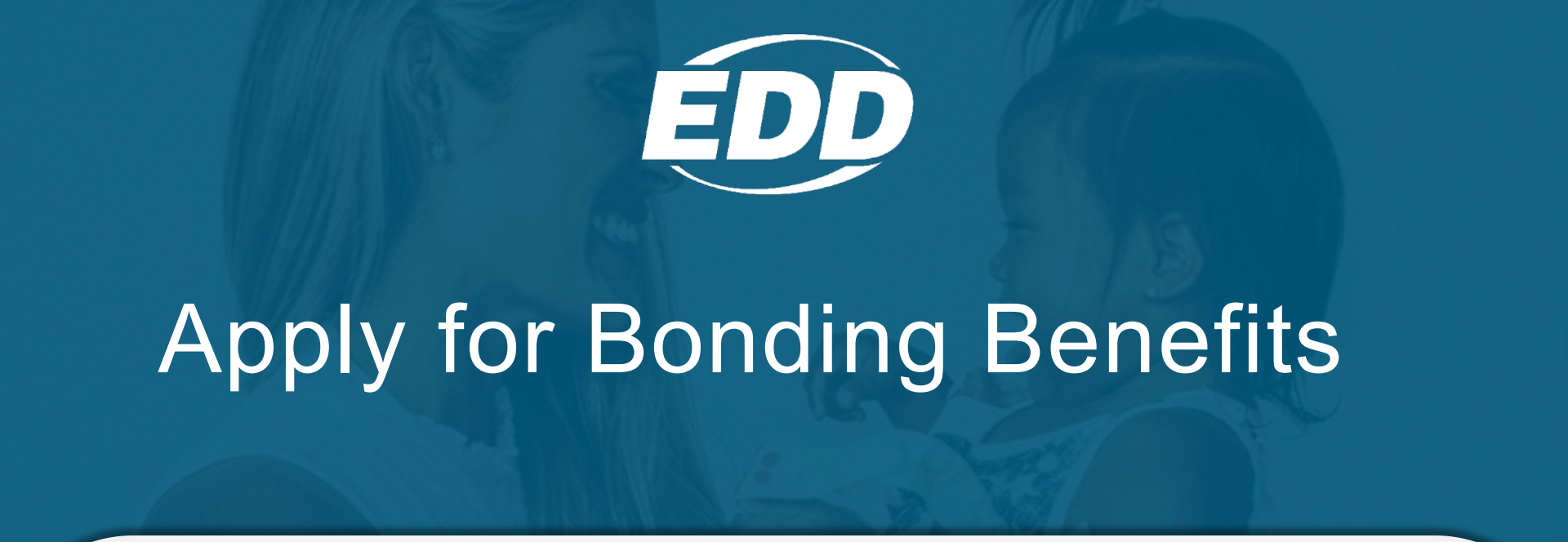


SDI ONLINE TUTORIAL

Apply for Paid Family Leave Bonding: Foster Care and Adoptive Parents

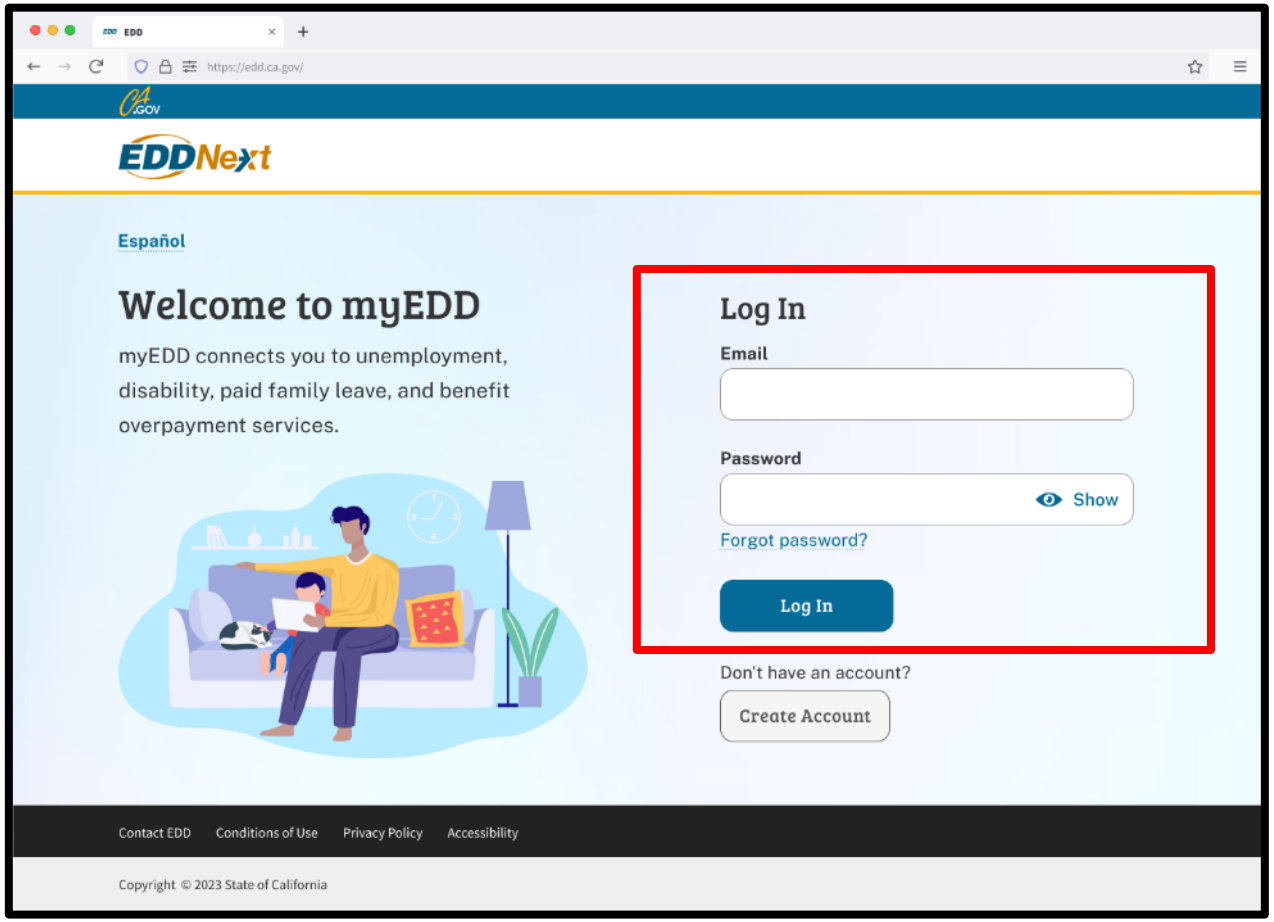
Last Updated: July 2026



Apply for Bonding Benefits

Learn how foster care or adoptive parents can apply for bonding benefits.

Get Started



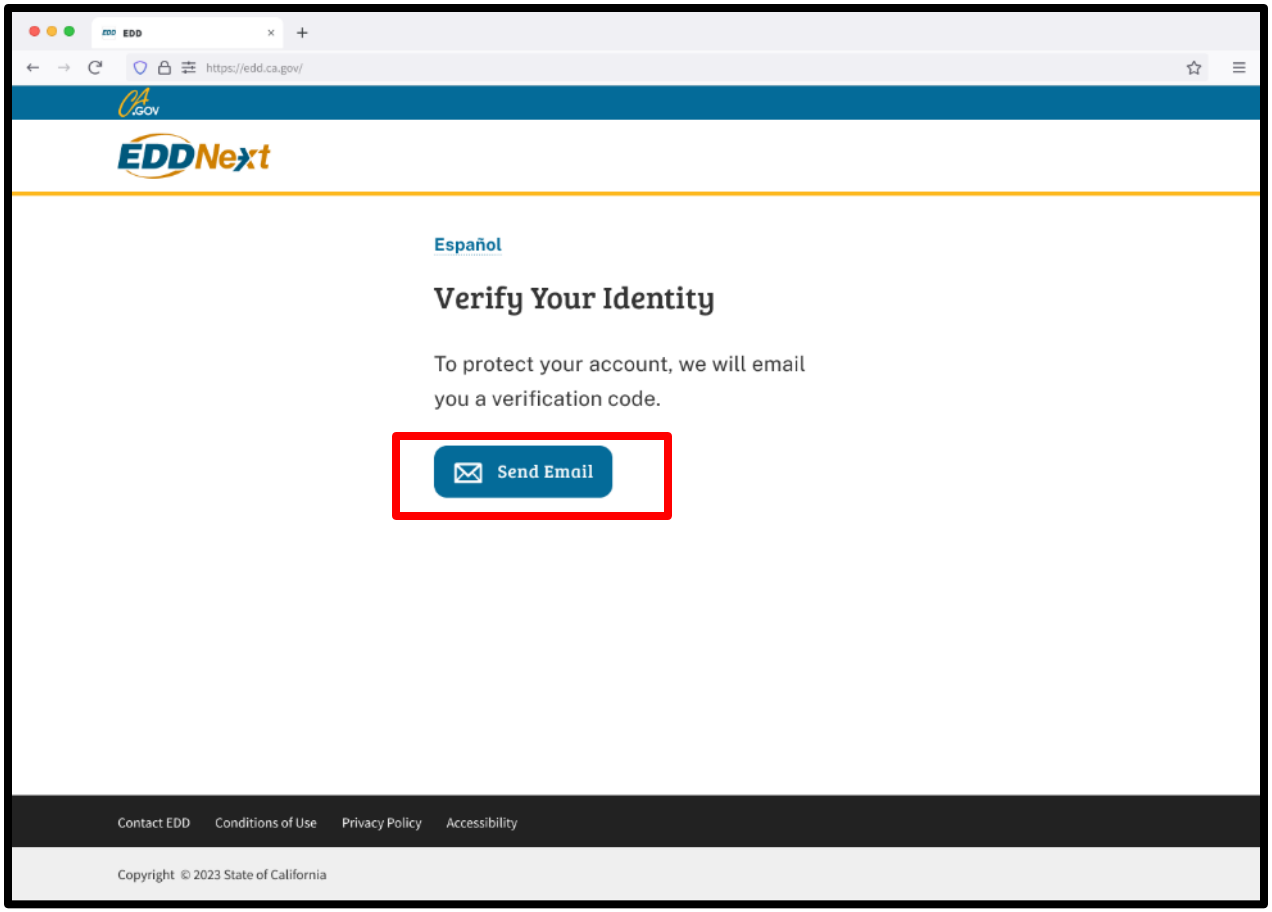
Apply Online

Tip

For Spanish, select **Español**.

Log in to myEDD to access SDI Online, update your email, password, security question, or verification option:

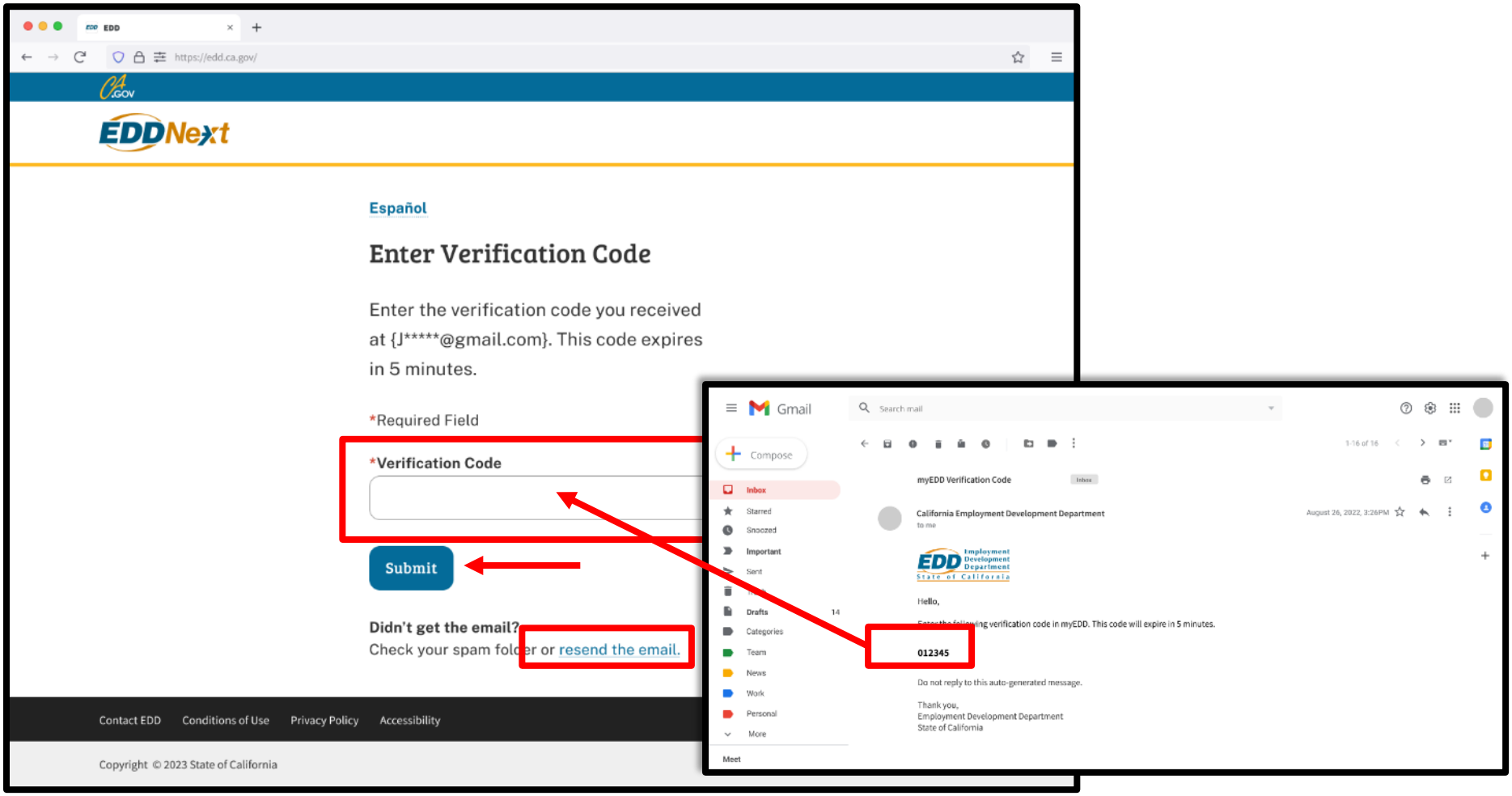
1. Visit myEDD.
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



To protect your account, we ask you to verify your identity every time you log in. In this example, the identity verification option is by email.

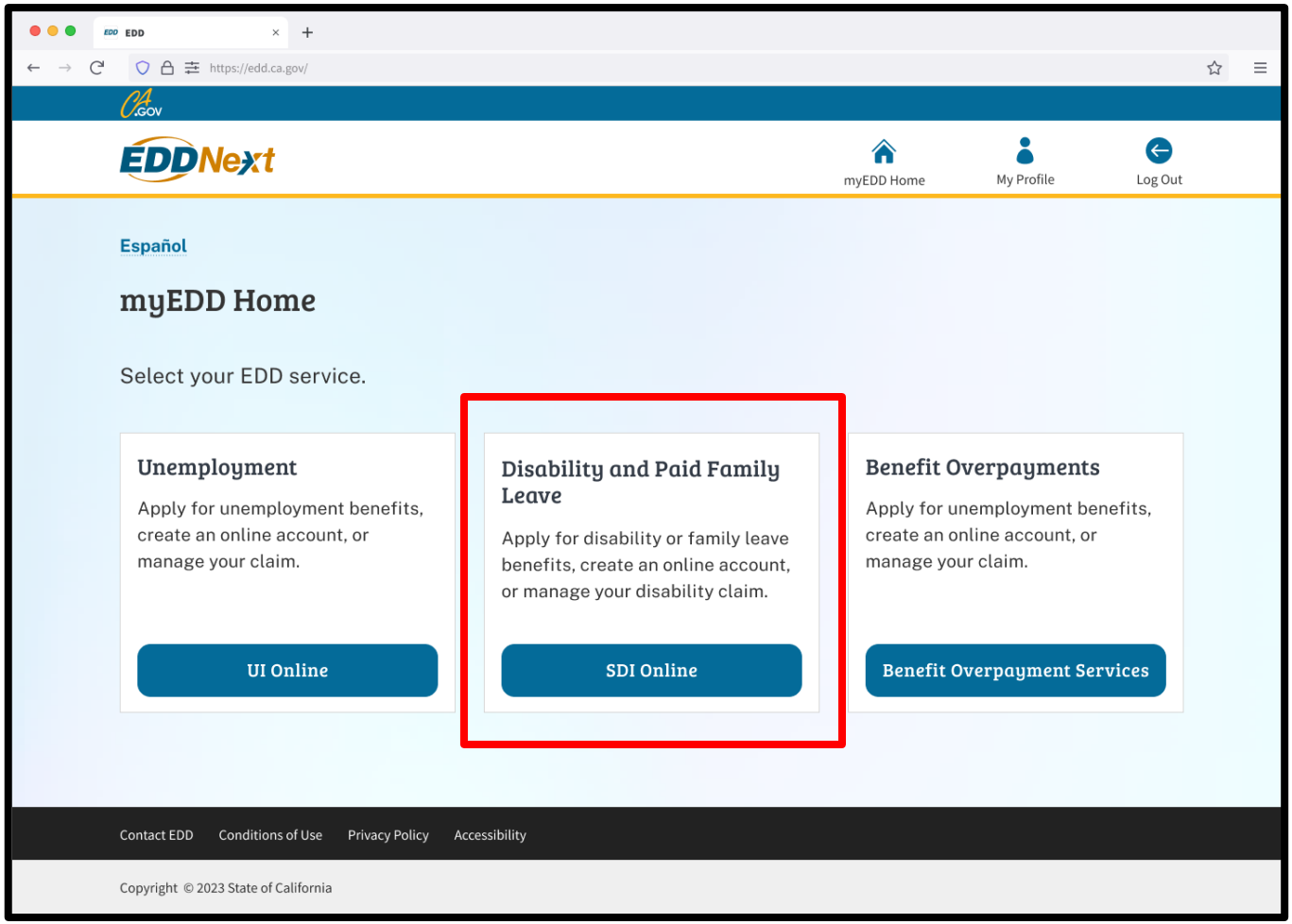
Select **Send Email.**

If you set up the login verification option as text message or phone call, follow the instructions based on that option.



Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email.

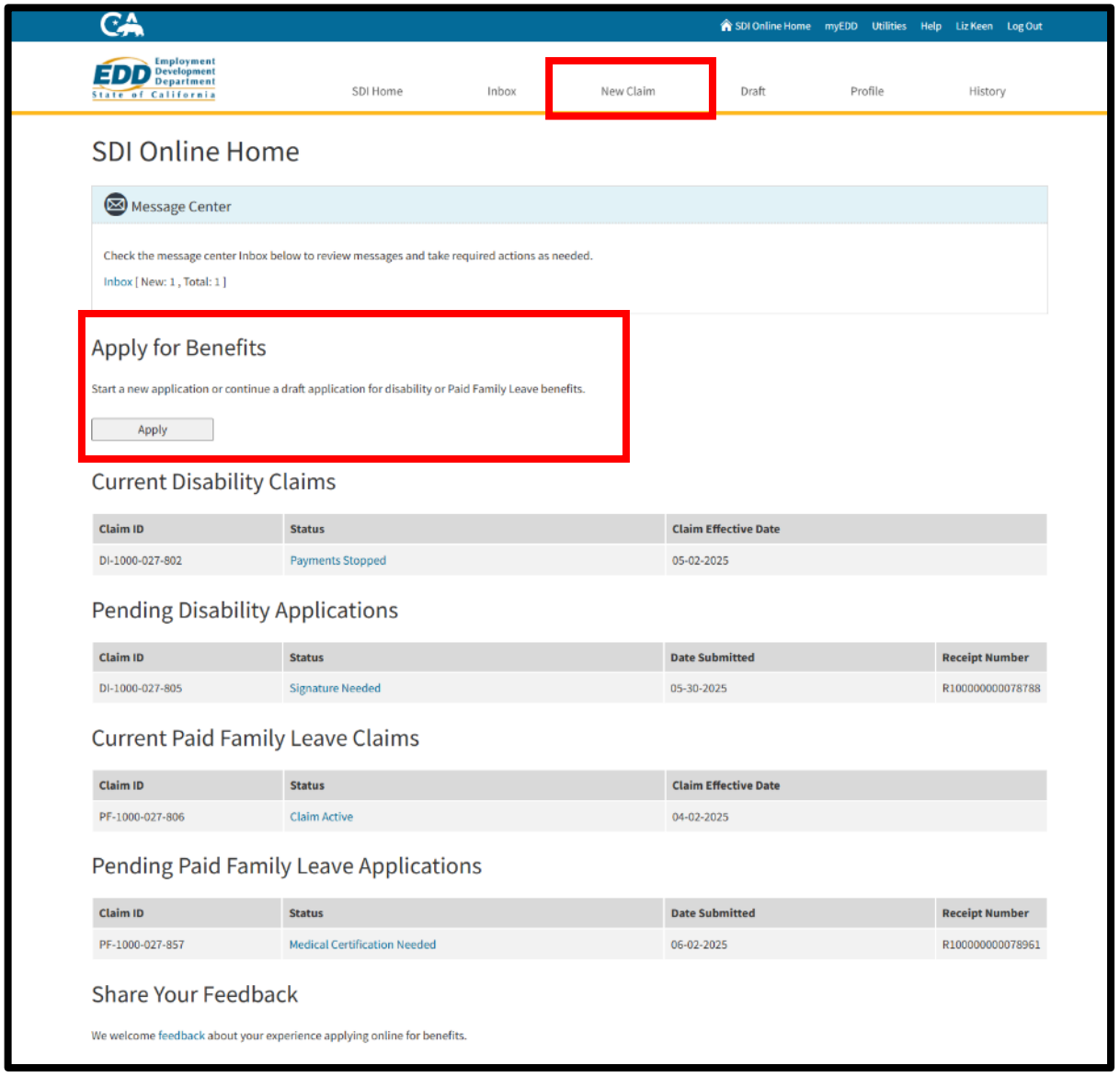
- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



Tip

Select **Log Out** in the top right corner of any screen to exit your account.

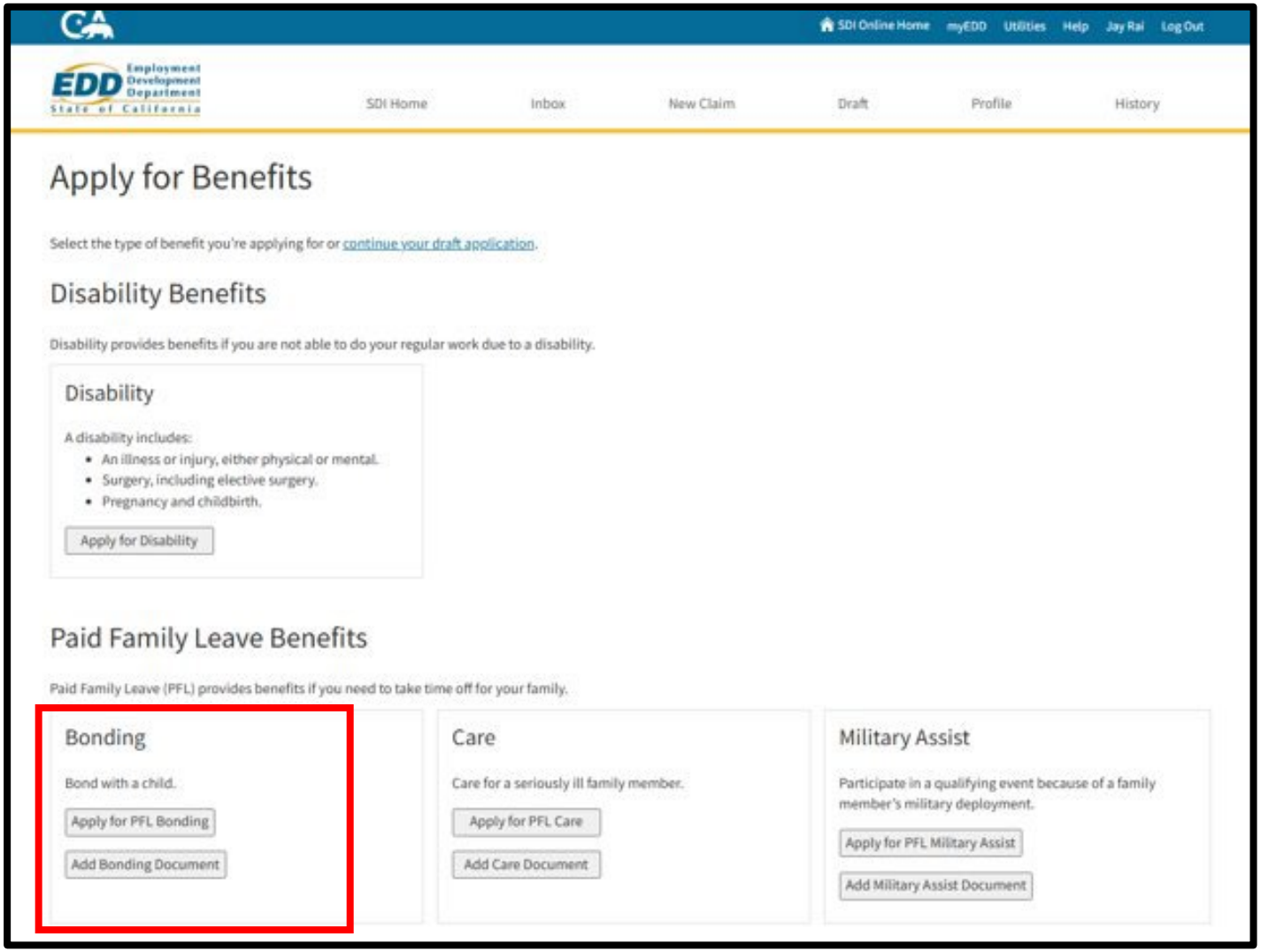
From the myEDD homepage, select **SDI Online.**



Select **New Claim** from the main menu or use the Apply button.

Note

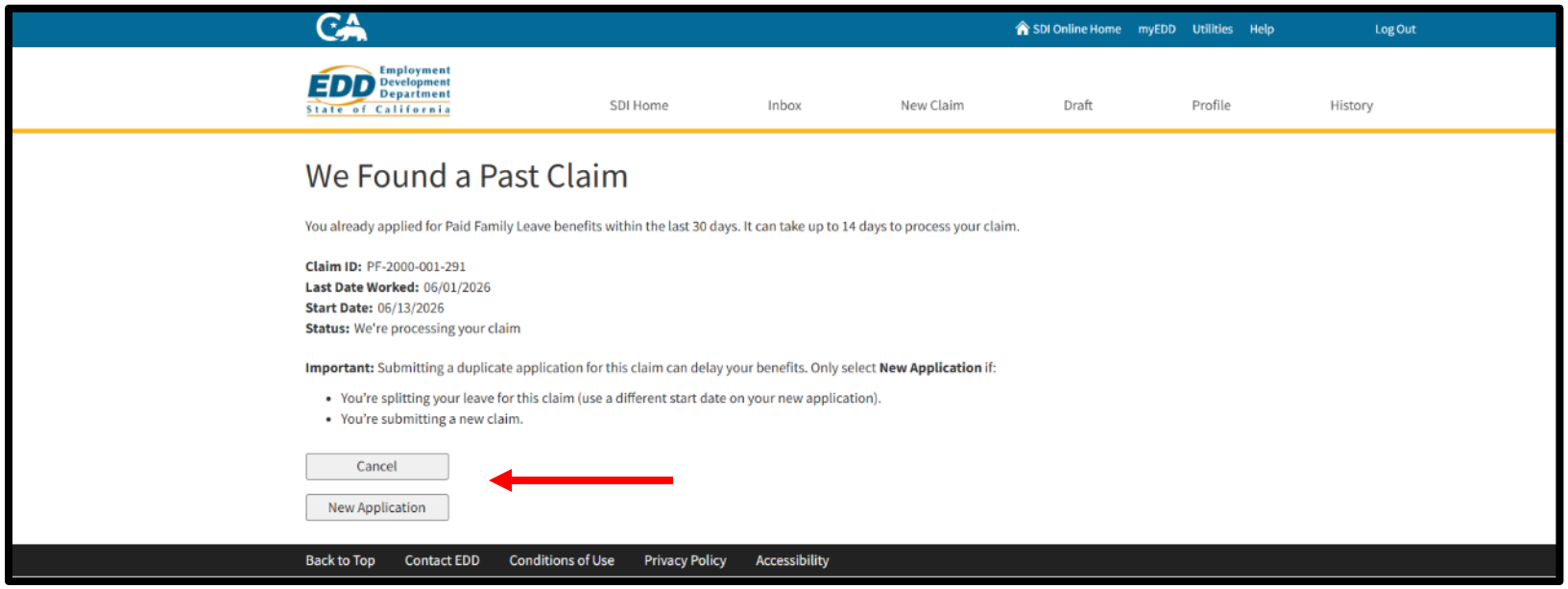
Submit your application no earlier than the first day your family leave begins, but no later than 41 days after your family leave begins, or you may lose benefits.



Select **Paid Family Leave Bonding** under Apply for Paid Family Leave Benefits.

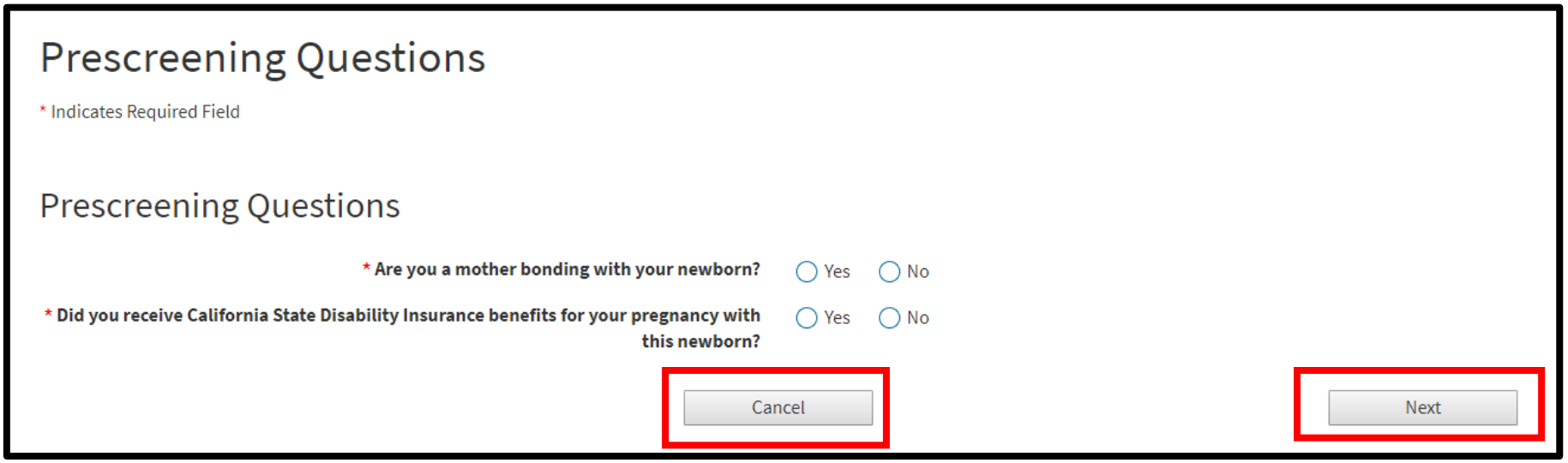
Important

If you already submitted an application, do not submit another one. It may take up to 14 days for a completed application to be reviewed and processed.



If you already filed a Paid Family Leave claim in the last 30 days you will see this alert screen. It will show you the existing claim information.

You can still submit a New Application, or you may select the Cancel button if you selected “Apply” by mistake.

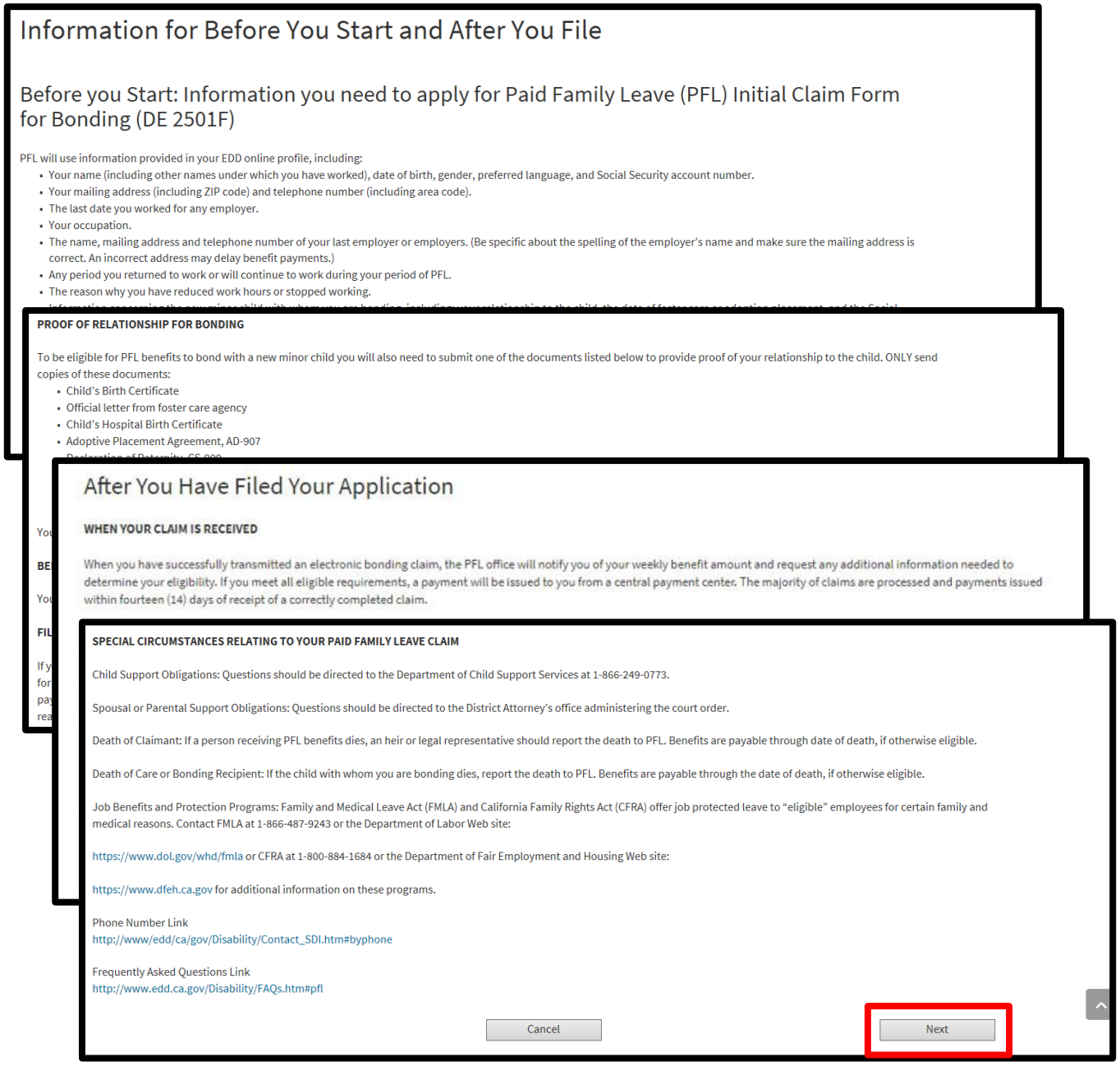


If you are an adoptive or foster care parent applying for bonding benefits, select **No** for both prescreening questions. Then select **Next**.

You must complete the fields marked with a red asterisk (*).

Tip

Selecting **Cancel** will cancel the claim and return you to your homepage.



Carefully review the **Information for Before You Start and After You File**.

It gives important information you need to file your bonding application.

Select **Next**.

Information for Before You Start and After You File

Before you Start: Information you need to apply for Paid Family Leave (PFL) Initial Claim Form for Bonding (DE 2501F)

PFL will use information provided in your EDD online profile, including:

- Your name (including other names under which you have worked), date of birth, gender, preferred language, and Social Security account number.
- Your mailing address (including ZIP code) and telephone number (including area code).
- The last date you worked for any employer.
- Your occupation.
- The name, mailing address and telephone number of your last employer or employers. (Be specific about the spelling of the employer's name and make sure the mailing address is

PROOF OF RELATIONSHIP FOR BONDING

To be eligible for PFL benefits to bond with a new minor child you will also need to submit one of the documents listed below to provide proof of your relationship to the child. ONLY send copies of these documents:

- Child's Birth Certificate
- Official letter from foster care agency
- Child's Hospital Birth Certificate
- Adoptive Placement Agreement, AD-907
- Declaration of Paternity, CS-909
- Independent Adoption Placement Agreement, AD-924
- Agency - Foster Parents Agreement, SOC - 156 page 3 only
- Other evidence of relationship

You will be shown how to submit the proof of relationship document once you have filed your PFL claim.

BENEFIT AMOUNT

Your weekly benefit amount will be determined by using the highest quarter of your wages in your base period. Refer to the DI and PFL Weekly Benefits Chart for further information.

FILING A DRAFT

If you begin the on-line process to submit an Initial Claim Form for Bonding, DE 2501F, you may save your progress as a draft, to complete at a later date. Your draft copy will be maintained for thirty (30) calendar days. After that thirty (30) day period the draft will be deleted and you will be required to begin a new application. All available information will be considered before paying or disqualifying your claim. Benefits will be paid only for the days to which you are eligible. If payment of benefits is denied or reduced, you will receive a written notice stating the reason.

determine your eligibility. If you meet all eligible requirements, a payment will be issued to you from a central payment center. The majority of claims are processed and payments issued within fourteen (14) days of receipt of a correctly completed claim.

Note: It may be necessary to send some documents via US Postal Service. This includes Paid Family Leave (PFL) payments and PFL claim-related forms.

When contacting PFL through the mail, include your name and Social Security number on all correspondence.

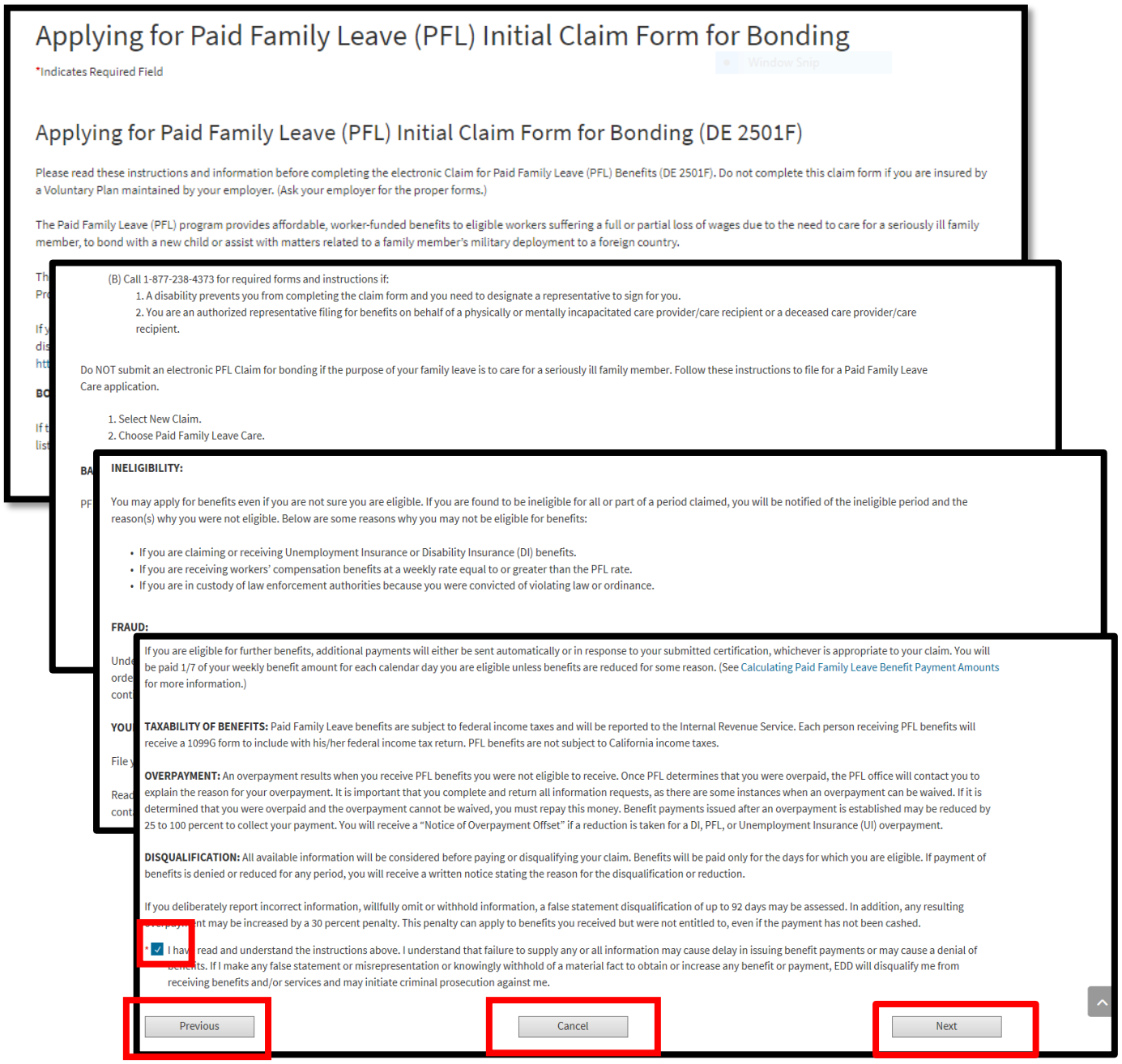
YOUR RIGHTS

Information about your claim will be kept confidential, except for the purposes allowed by law. California Civil Code, section 1798.34, gives you the right to inspect any personal records maintained about you by EDD. Section 1798.35 permits you to request that the record be corrected if you believe it is not accurate, relevant, timely, or complete. Certain types of information that would generally be considered personal are exempt from disclosure to you: medical or psychological records where knowledge of the contents might be harmful to the subject (Civil Code, section 1798.40); records of active criminal, civil, or administrative investigations (Civil Code, section 1798.40).

If you are denied access to records which you believe you have a right to inspect or if your request to amend your records is refused, you may file an appeal with the PFL office. You may request a copy of your file by calling the PFL office.

You also have the right to appeal any disqualification, overpayment, or penalty. Specific instructions on how to appeal will be provided on any appealable document you receive.

Review the **Proof of Relationship** documents we accept.



Continue to review ALL the information on each screen.

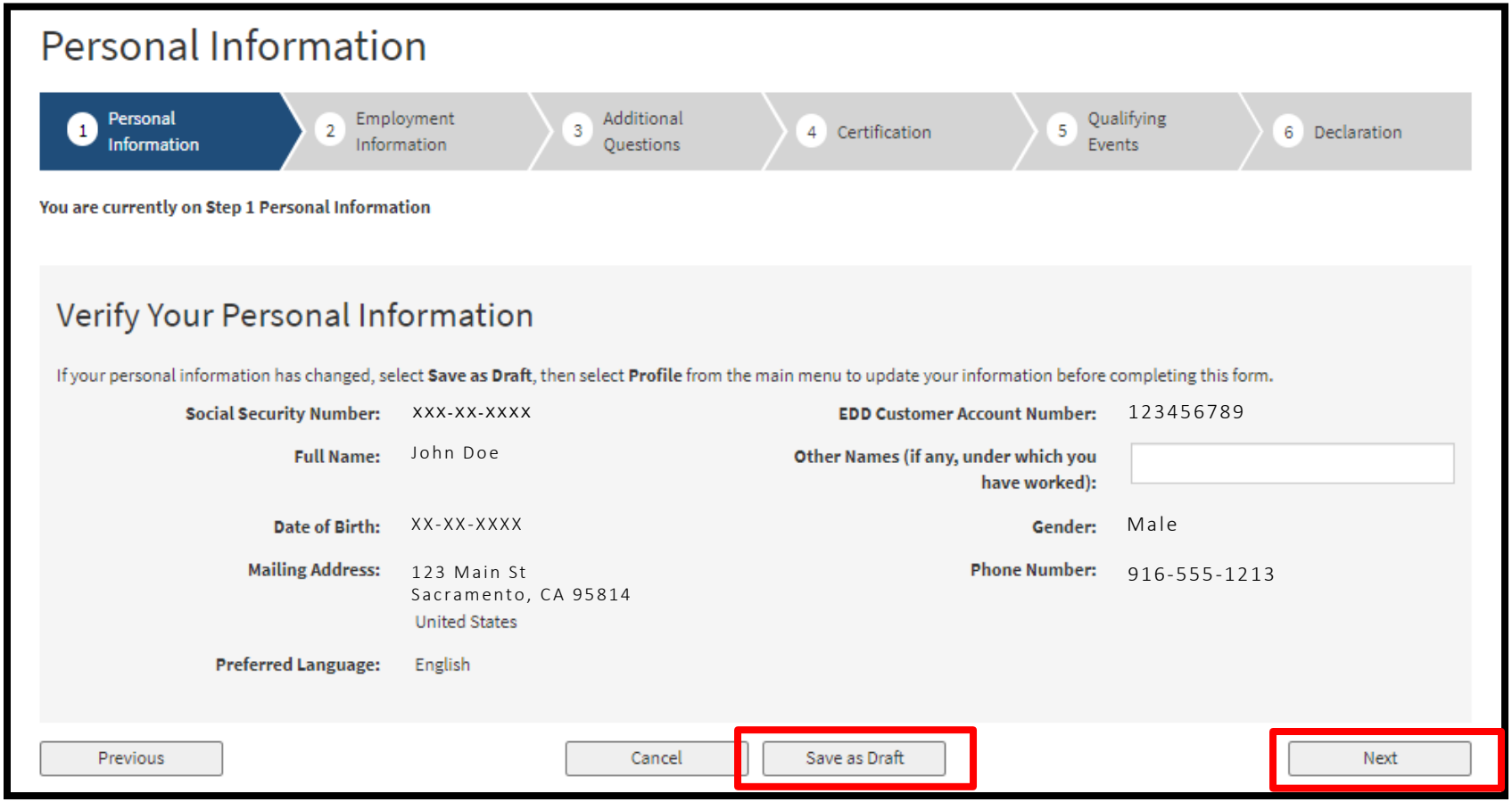
Select the box to agree to the terms.

Select **Next** to proceed.

Tip

Select **Cancel** at any time to cancel your application.

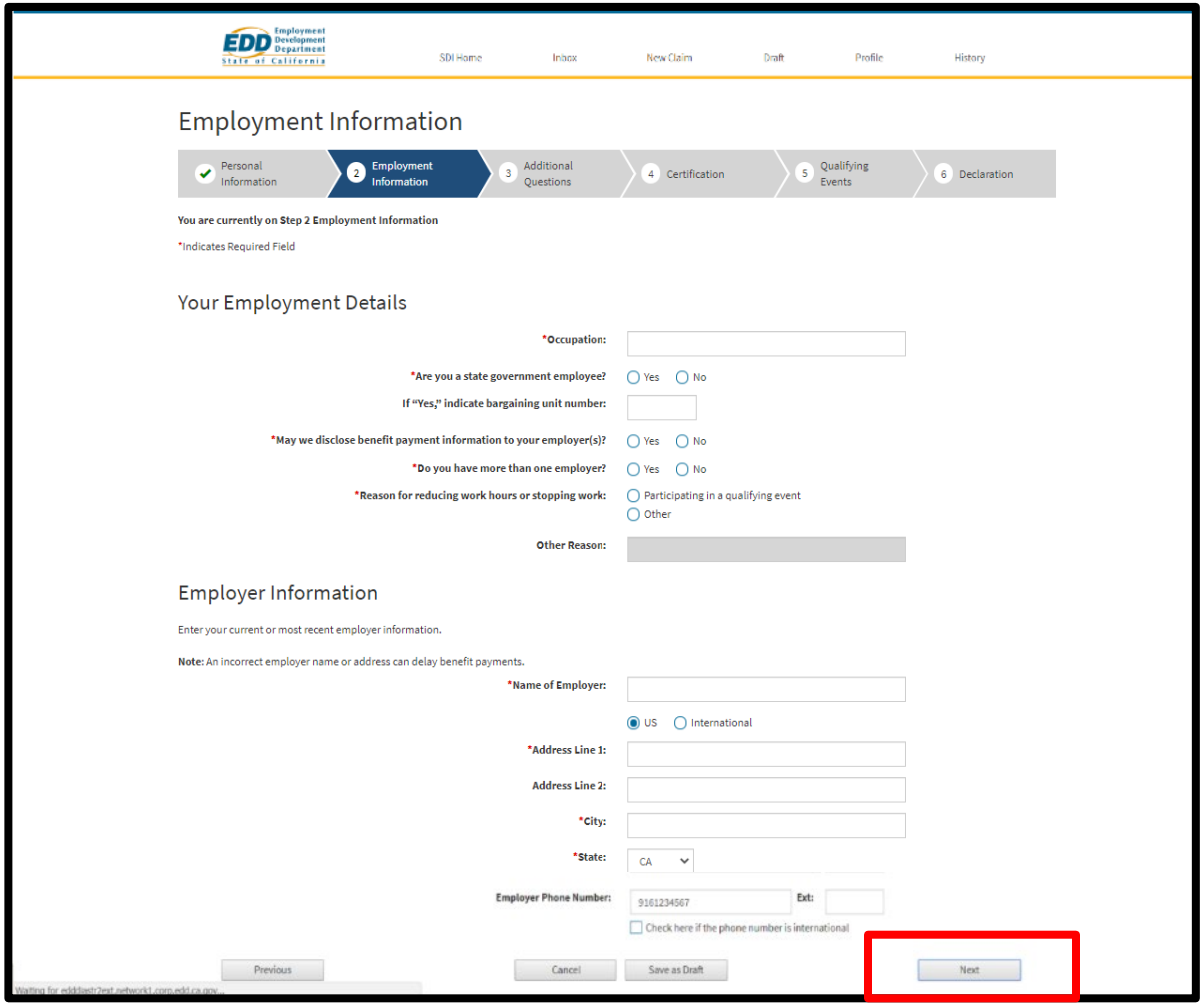
Select **Previous** to return to the previous screen.



The system automatically fills certain portions of the application.

Make sure the information is correct. If your personal information has changed, select **Save as Draft** and update your SDI Online profile.

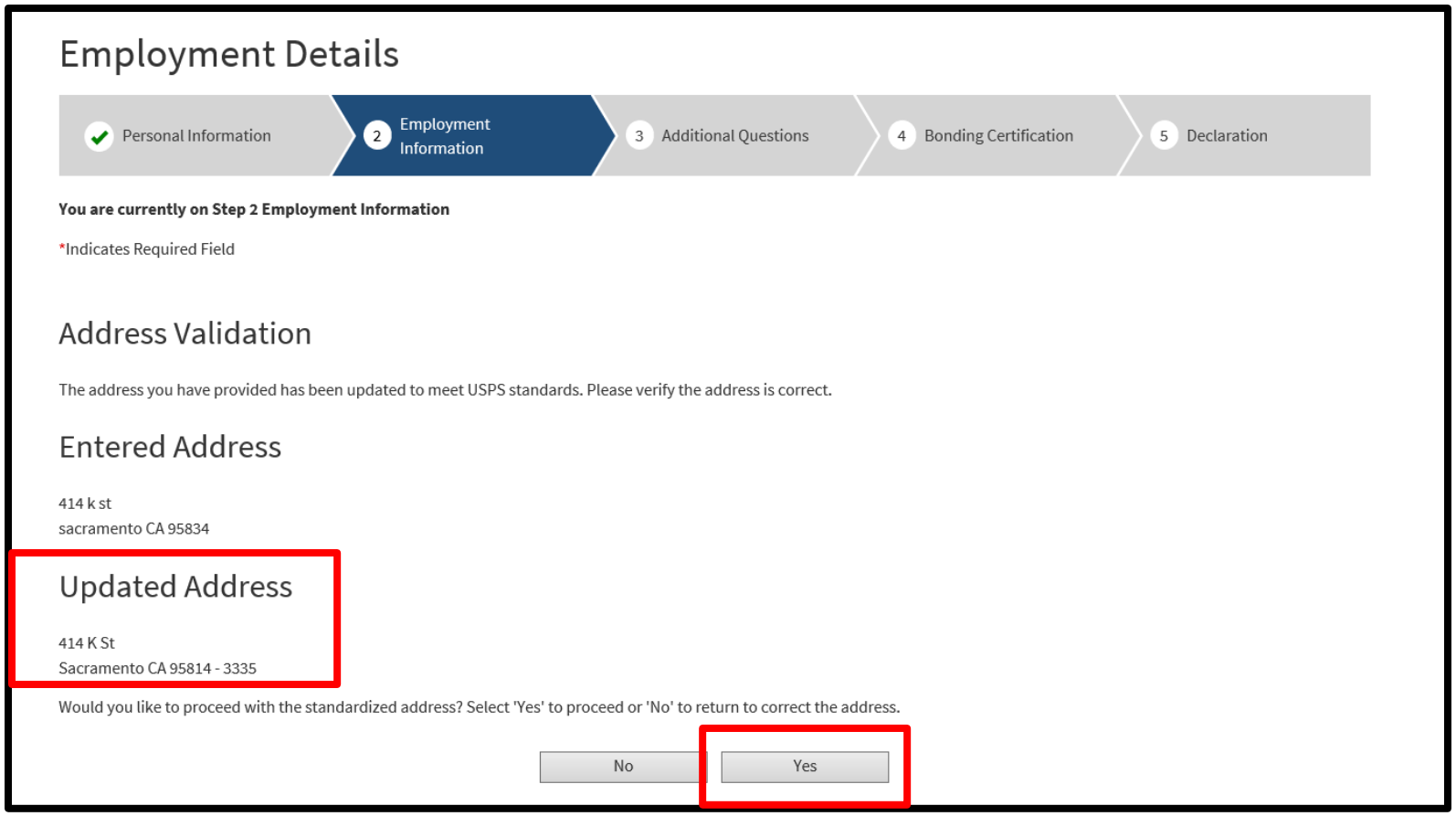
Select **Next** to continue.



On the Employment Information screen add your current employer's business name, phone number, and mailing address as shown on your W-2 or paystub. Ask your employer if you are unsure what address to enter.

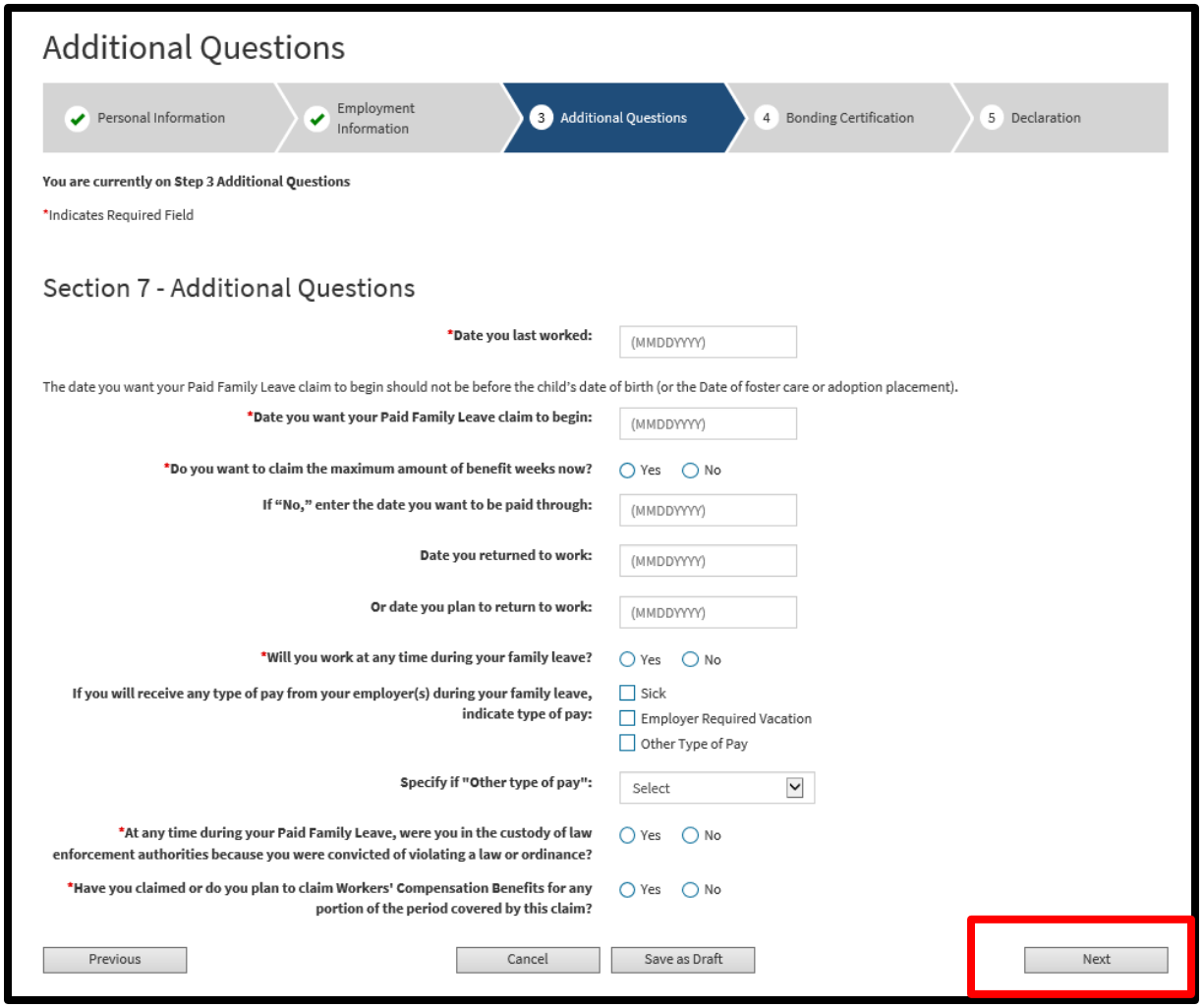
You must complete the fields marked with a red asterisk (*).

Select **Next** to continue.



The system may adjust the employer address to follow USPS standards.

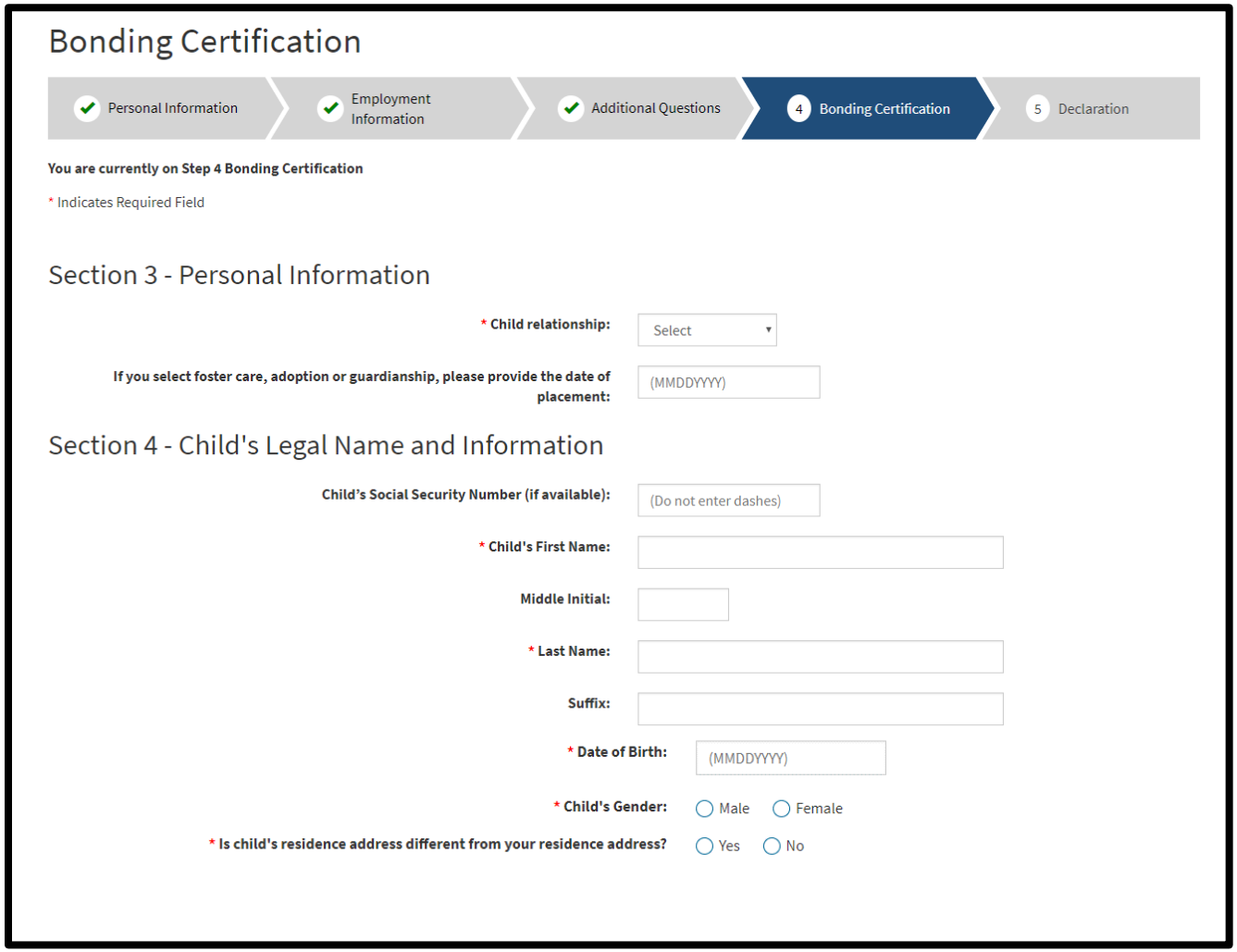
- Select **Yes** to confirm the updated address is correct.
- Select **No** to go back to the previous screen and re-enter the address.



Complete Section 7 - Additional Questions and confirm the dates are correct to avoid a delay or incorrect payment of benefits.

You must complete the fields marked with a red asterisk (*).

Select **Next** to continue.



Adoption Bonding New Baby or Child

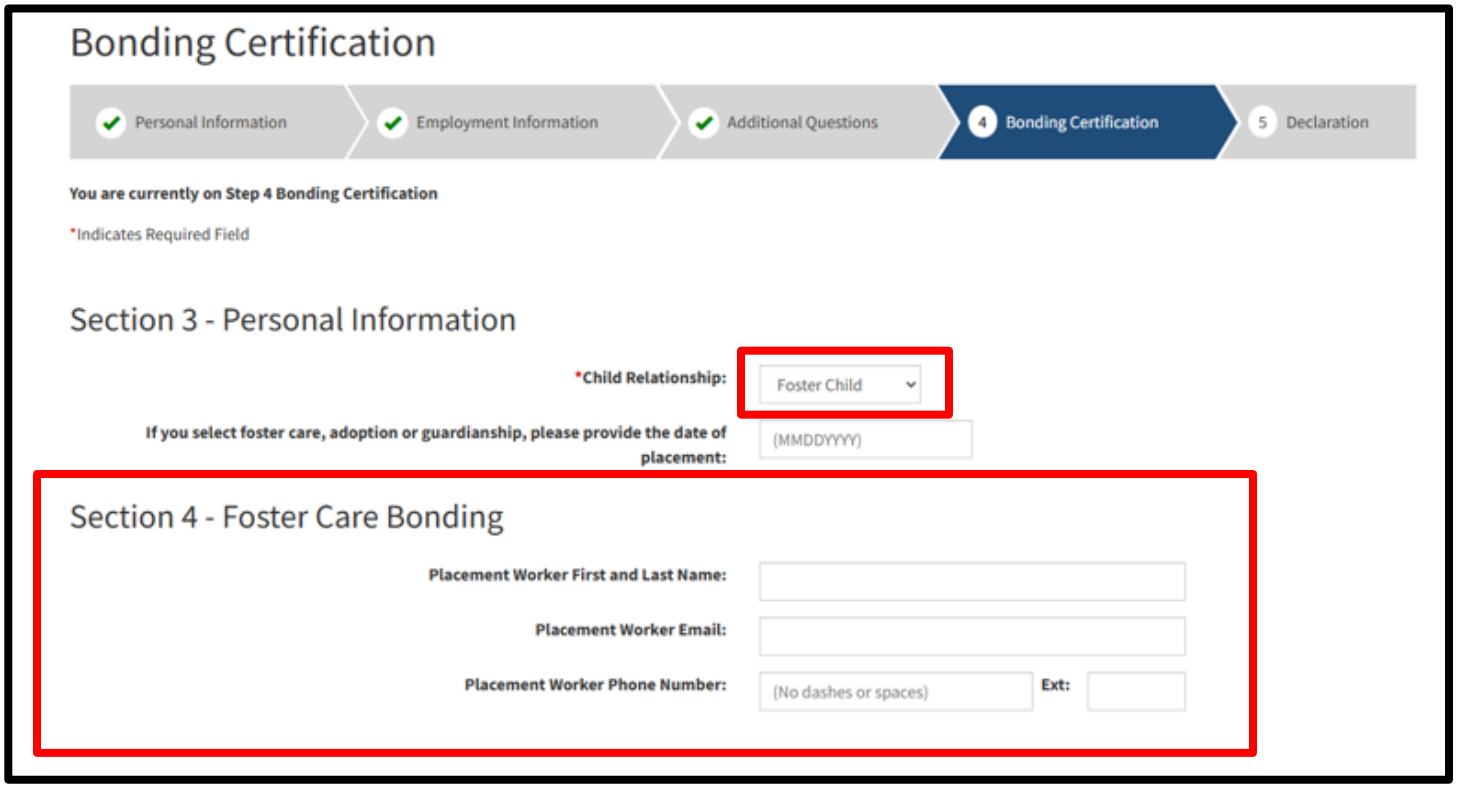
In the Section 3 - Personal Information, select your relationship to the child you are bonding with.

Complete Section 4 - Child's Legal Name and Information with the child's information.

You must complete the fields marked with a red asterisk (*).

Note

If the child's legal residence is different than yours, select **Yes** to enter the child's legal address on another screen.

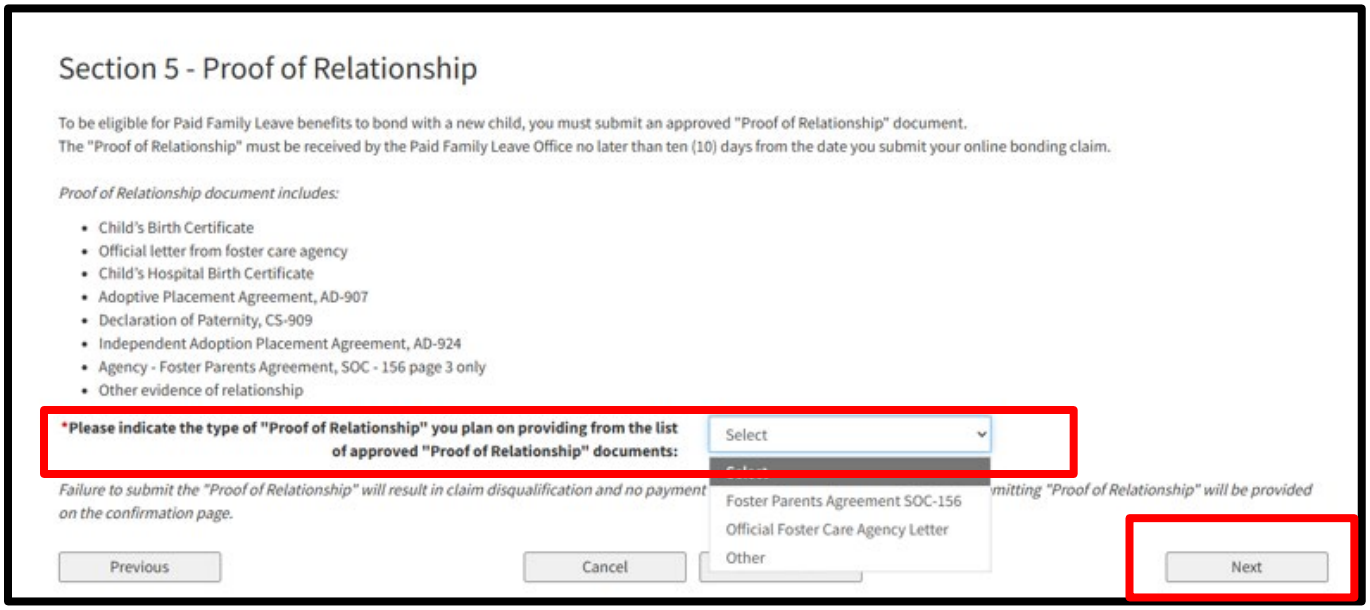


Foster Child Bonding

In the Section 3 - Personal Information, select **Foster Child** as your relationship to the child you are bonding with and date of placement.

Complete Section 4 - Foster placement worker contact information.

You must complete the fields marked with a red asterisk (*).



To be eligible for bonding benefits, you must provide an approved Proof of Relationship document.

Select the type of Proof of Relationship document you plan on giving us after you complete the online bonding application.

Upload or mail one of the accepted documents within 10 days from the date you send us your online application.

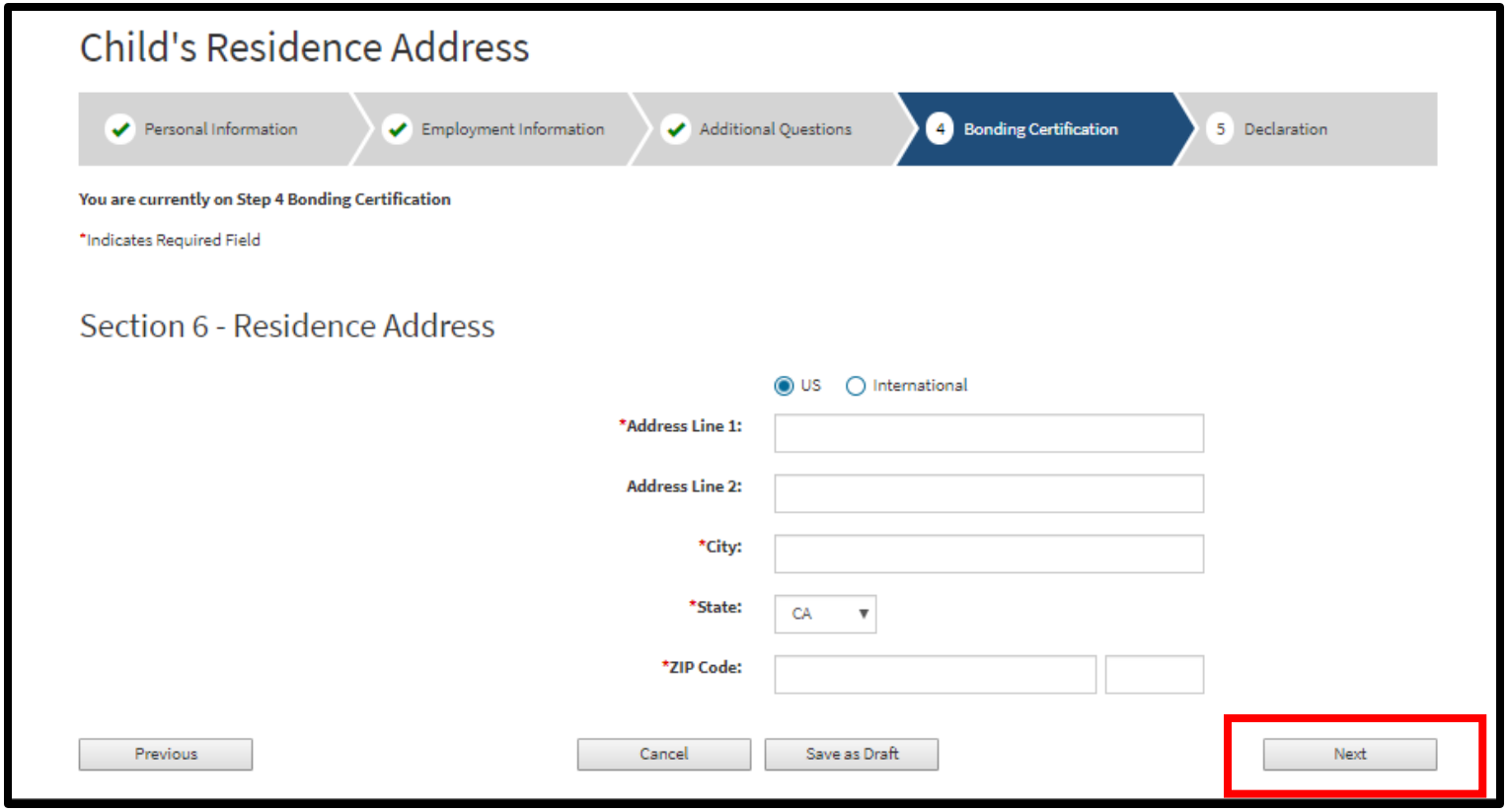
Instructions to upload or mail your proof of relationship documents are available on the Confirmation screen.

Select **Next** to continue.

Note

The accepted “Proof of Relationship” document options are:

- **Official letter from foster care agency**
- **Adoptive Placement Agreement, AD-907**
- **Independent Adoption Placement Agreement, AD-924**
- **Agency Foster Parents Agreement, SOC-156 Page 3 only**
- **Other evidence of relationship**

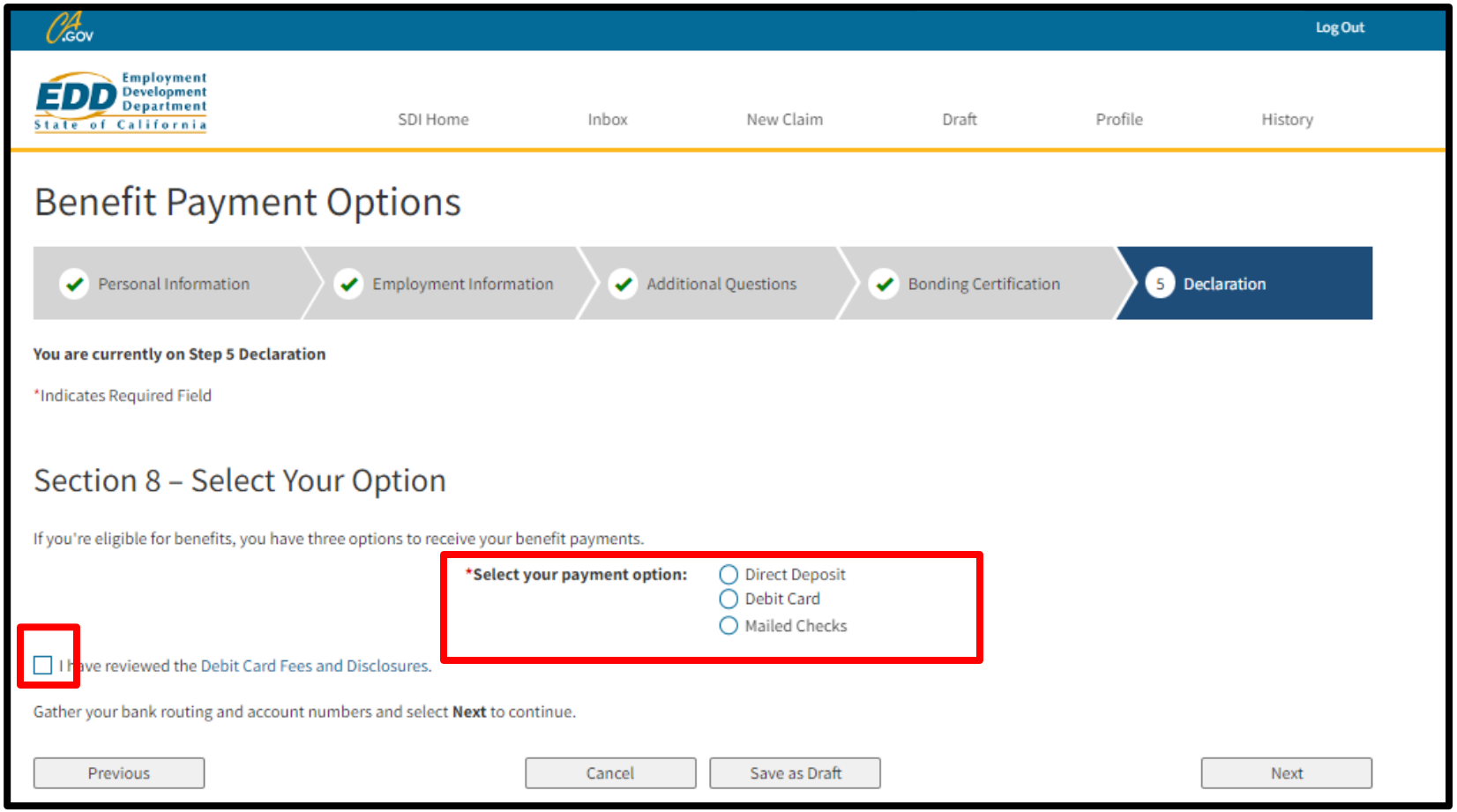


If you selected **Yes** to "Is the child's residence address different from your residence address?" you must enter the child's residential address in Section 6 – Residence Address**.** Choose **US** or **International** before filling in the address.

You must complete the fields marked with a red asterisk (*).

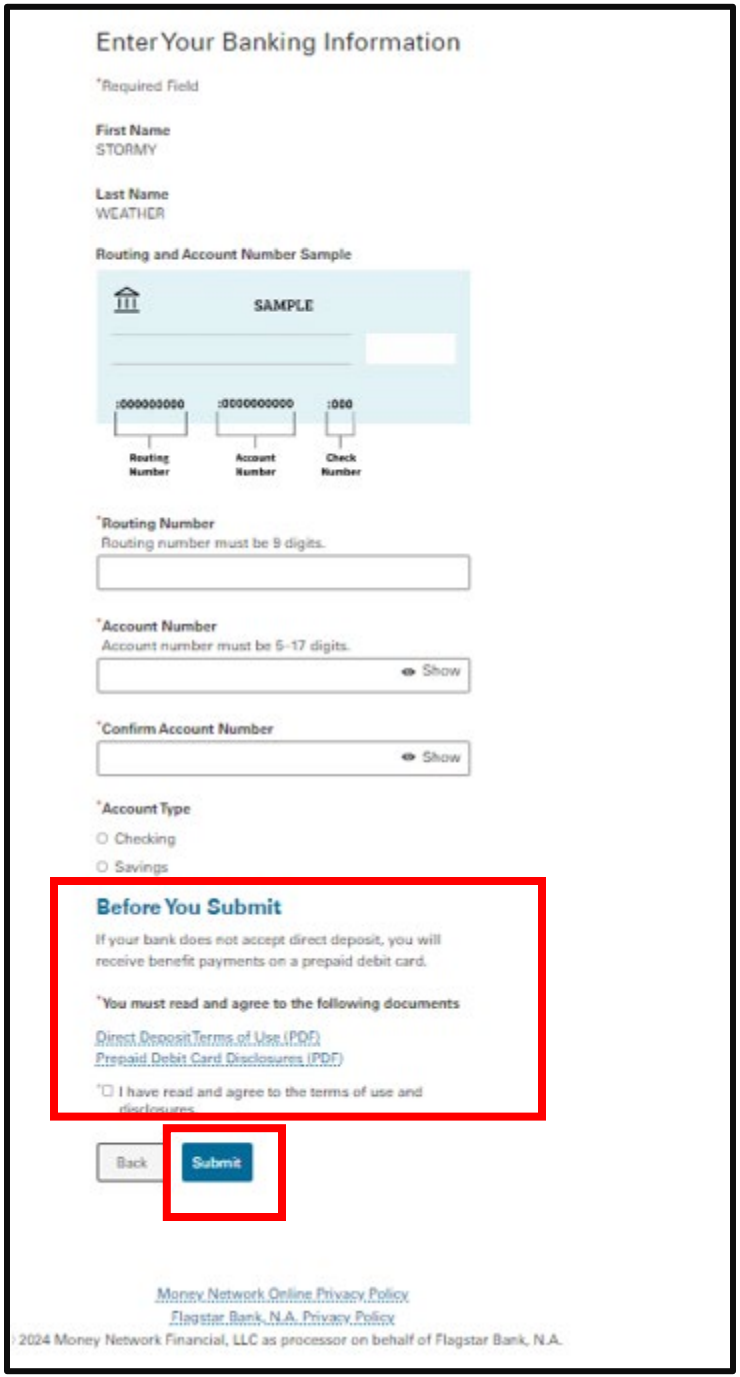
If you selected **No** to the above question, skip to the next page.

Select **Next** to continue.



Complete Section 8 to choose your benefit payment option.

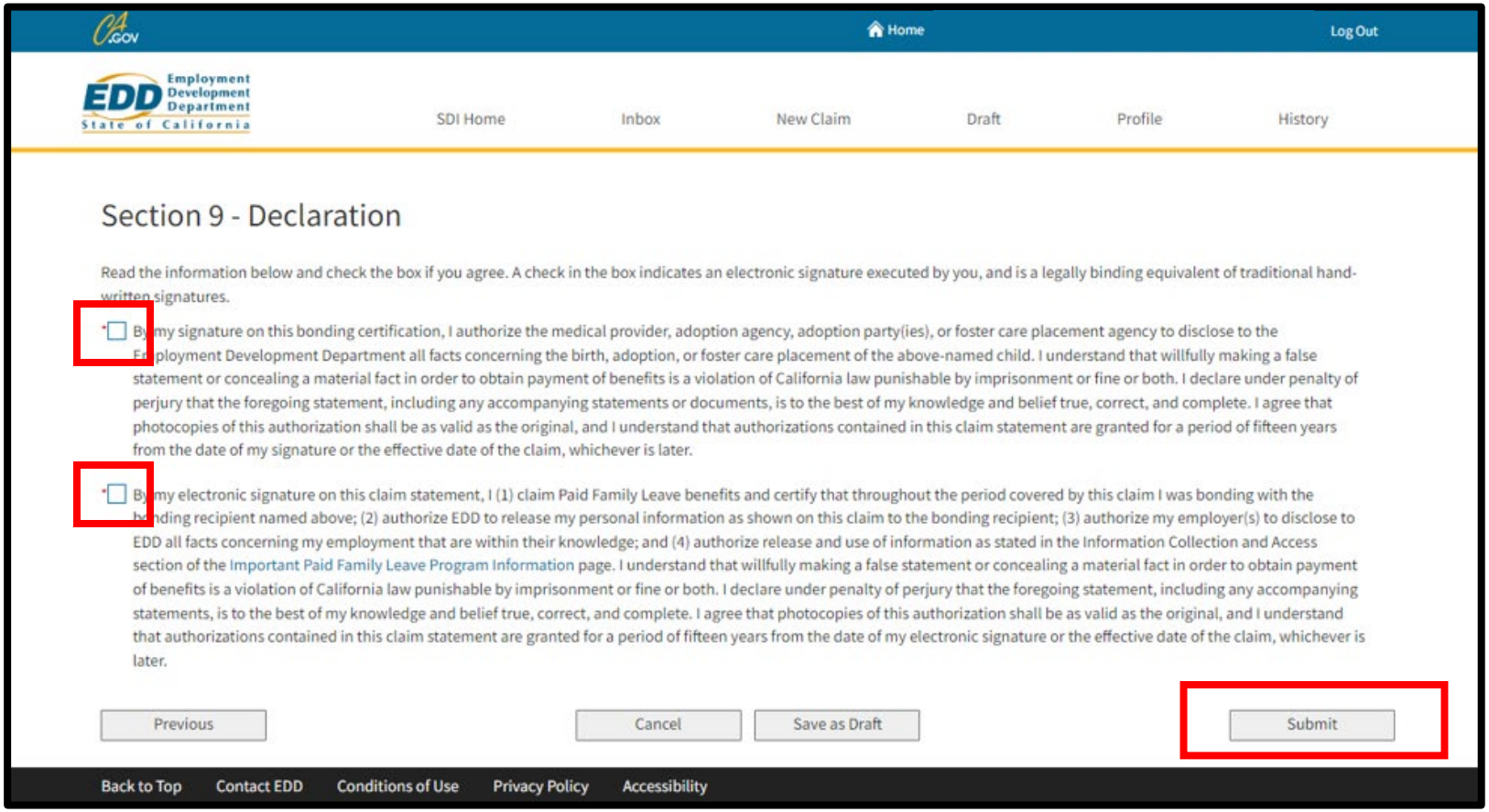
Select the **"I have reviewed..."** box to confirm you have read the disclosures, then select Next.



If you selected Direct Deposit, you will be asked to provide your banking information.

You must select and open the “terms of use” documents and disclosures before you can submit your information.

Select **Submit** to continue.



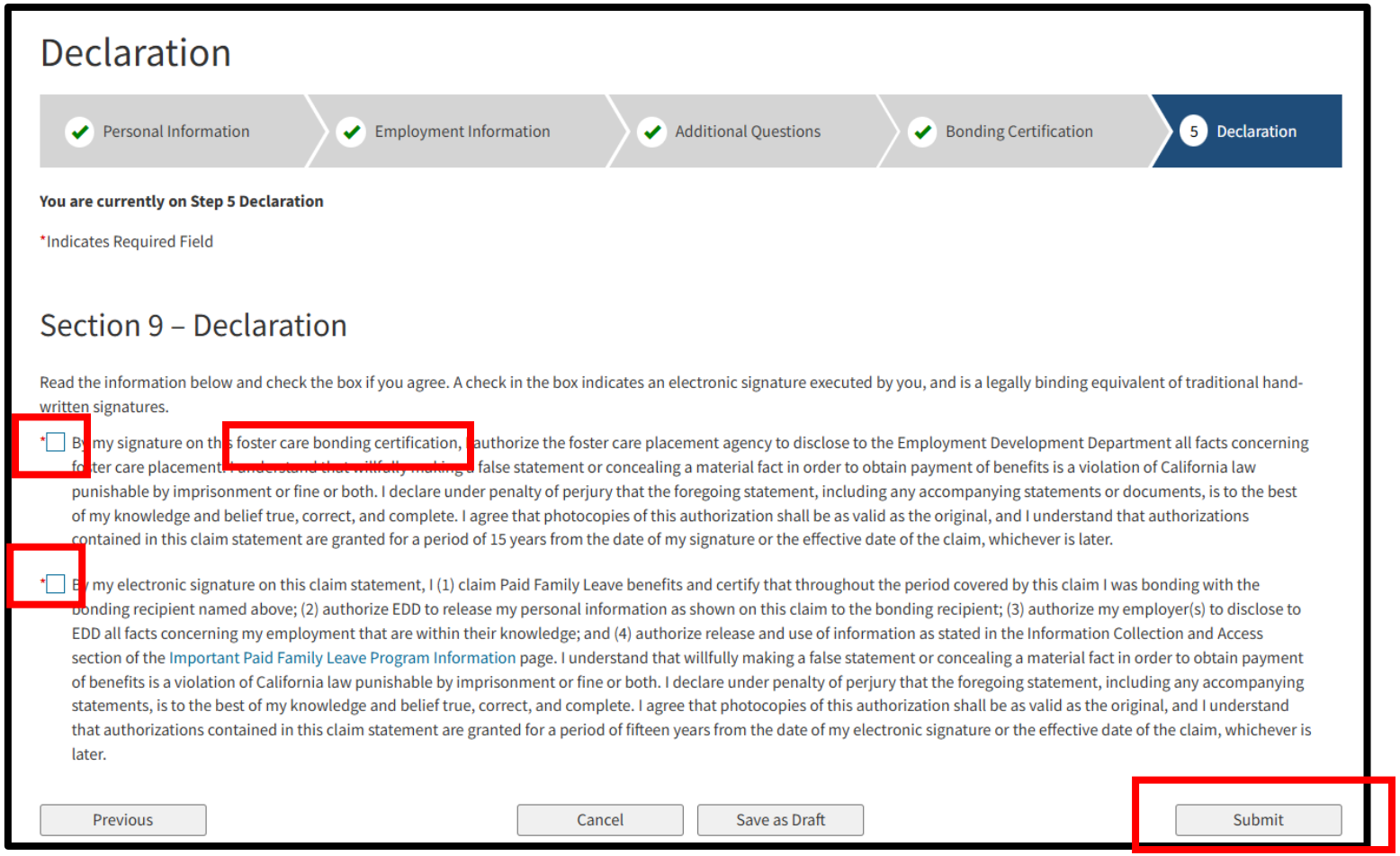
Adoption Bonding Declaration:

Select both check boxes to authorize an electronic signature and the release of your information.

You must complete the fields marked with a red asterisk (*).

Note: You cannot modify the form after you select Submit.

Select **Submit** to send your online claim to us.

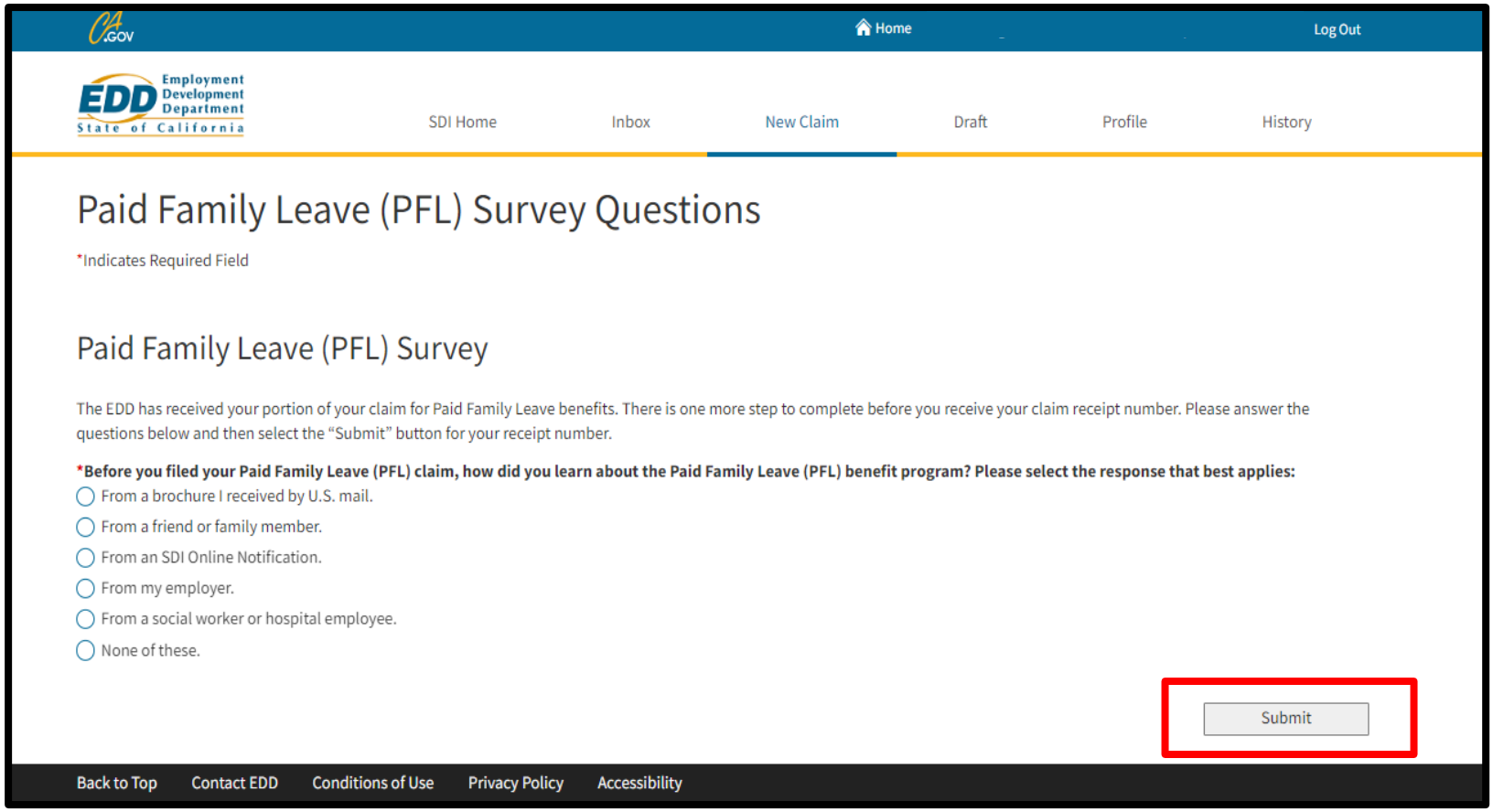


Foster Care Bonding Declaration:

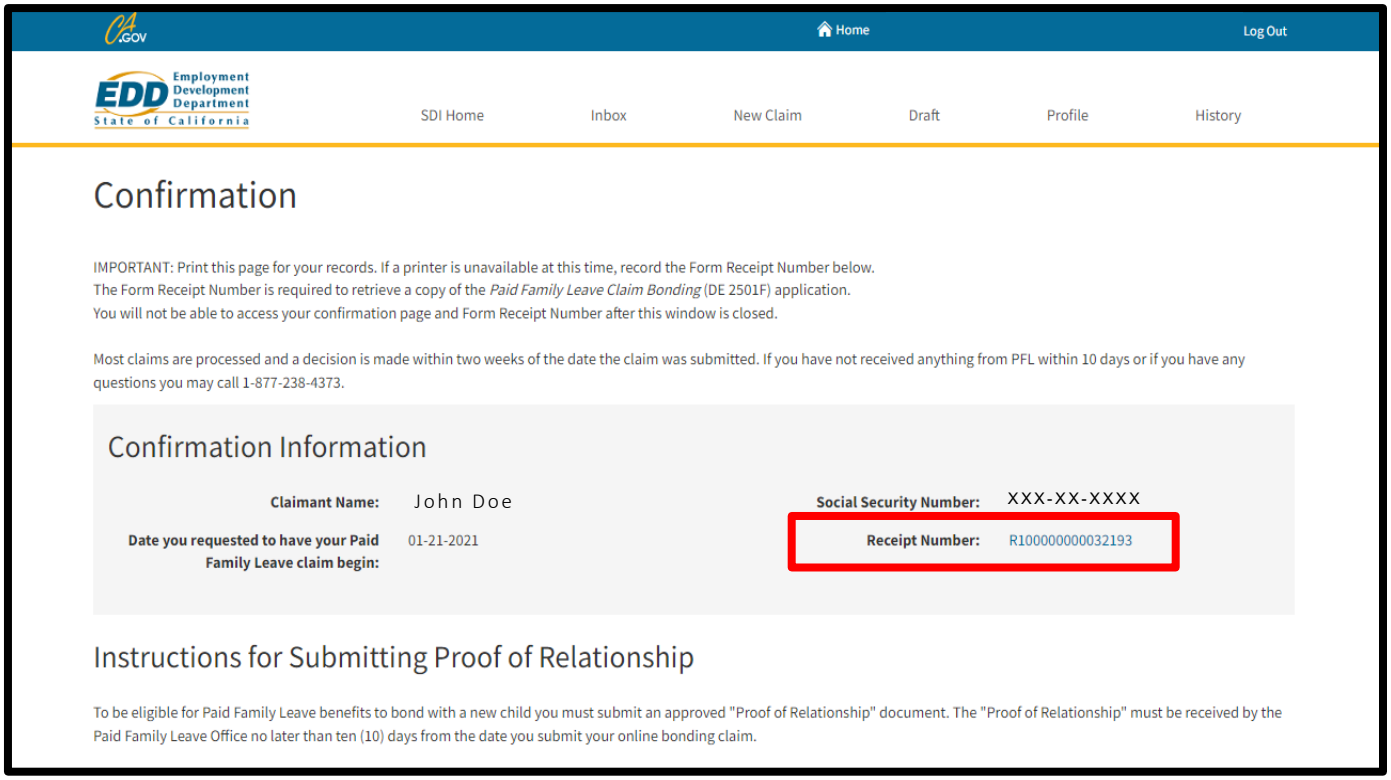
Select both check boxes to authorize an electronic signature and the release of your information. You must complete the fields marked with a red asterisk (*).

Note: You cannot modify the form after you select Submit.

Select **Submit** to send your online claim to us.



Complete the survey and select **Submit** to proceed to the next step.



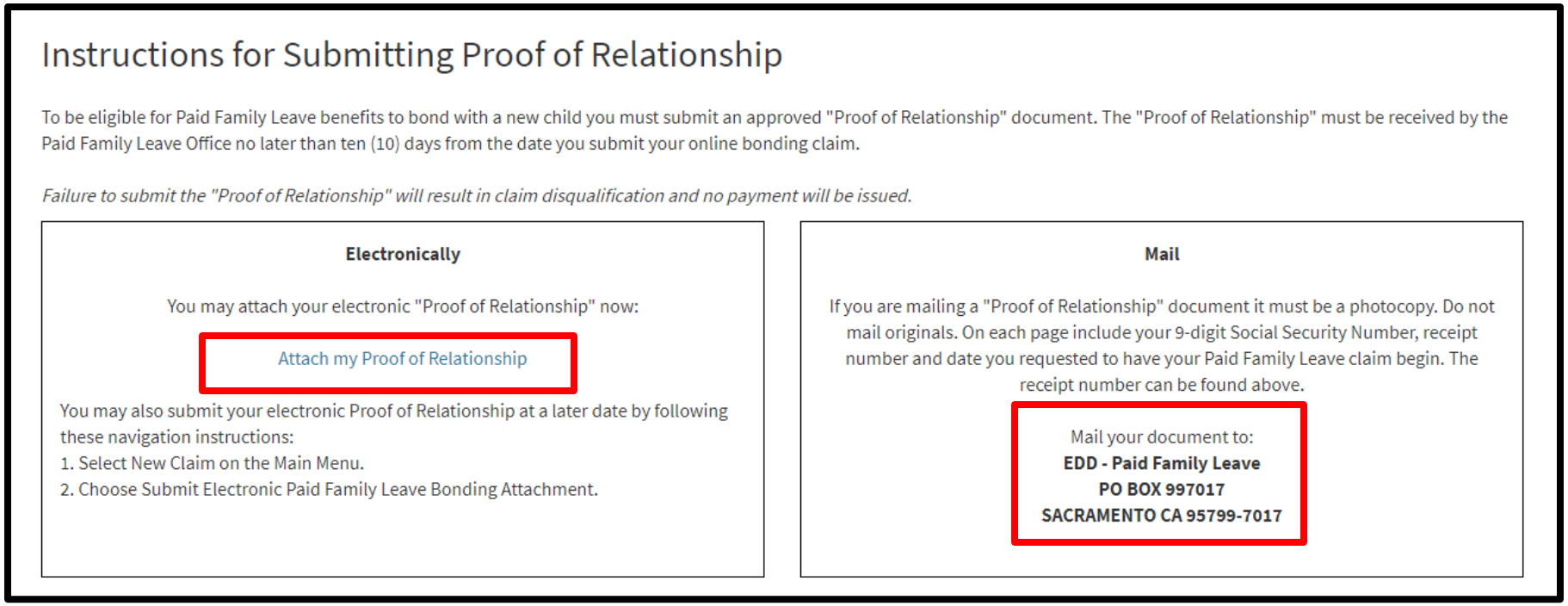
We assign your application a Receipt Number which will show on the Confirmation screen.

Note

Save the Receipt Number. You need this number to upload your supporting documentation to the correct online claim.

Important

Your claim is not complete. The Confirmation screen provides instructions to upload the other documentation for your bonding claim.



To complete your bonding claim, you must submit your Proof of Relationship online or by mail.

- To submit it online, select **Attach my Proof of Relationship** and follow the instructions. Review Submit Supporting Bonding Claim Documents for instructions.
- To submit by mail, send copies of your proof of relationship documents to the address on the screen. Do not mail originals. On each page include your nine-digit Social Security number, Receipt Number, and your requested claim start date.

Submit your Supporting Bonding Documents

Learn how to submit your proof of relationship documents to complete your application for bonding benefits.

Get Started

To avoid processing delays for your uploads:

Note

To upload a document, save the document to your computer or phone as a PDF, JPG, JPEG, TIF, or TIFF file. All file sizes must be 5MB or less

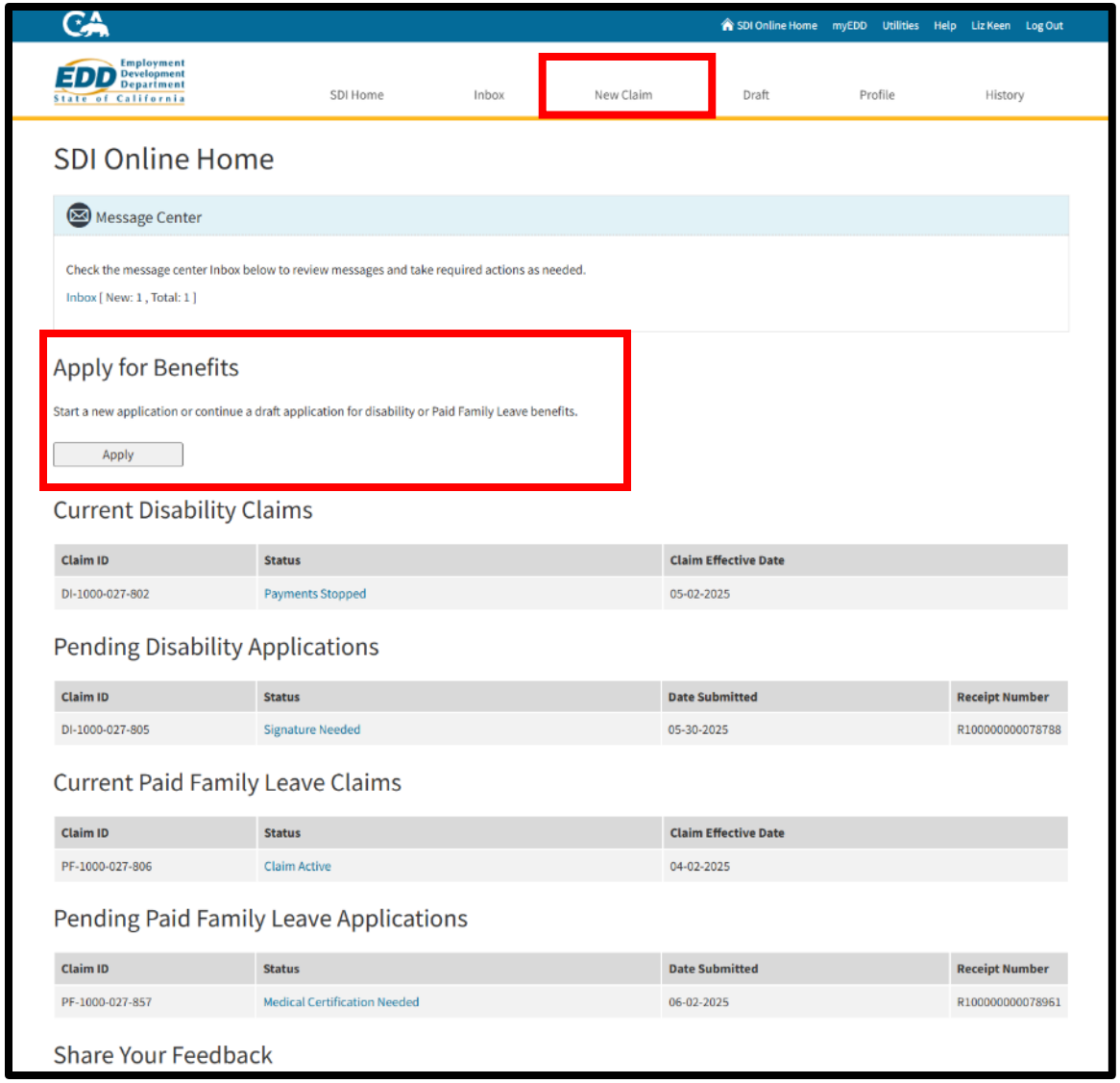
Important

You must send us these documents no more than 10 days from the date you filed your claim.

Accepted Proof of Relationship

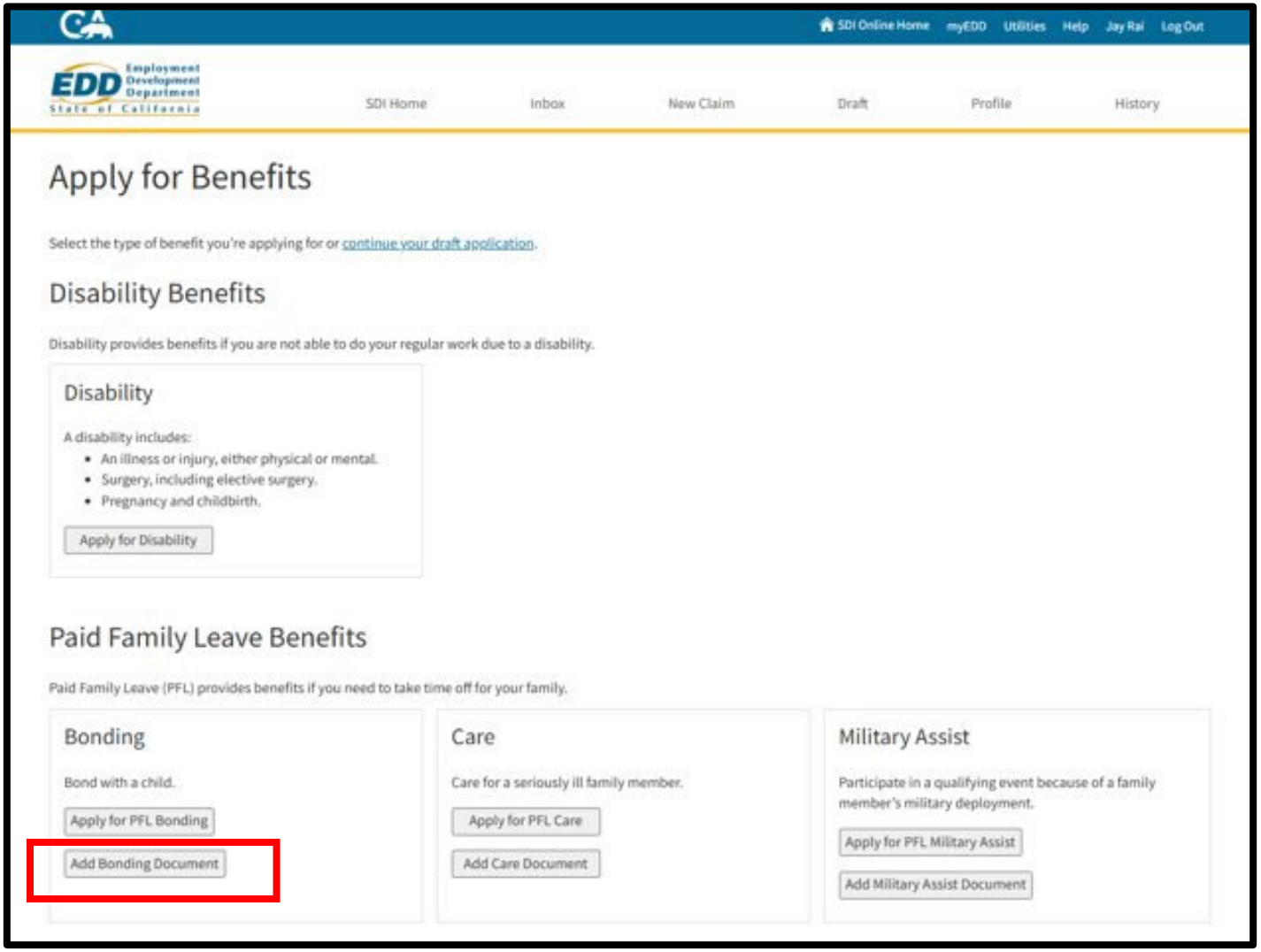
The accepted "Proof of Relationship" document options for foster care or adoption are:

- Official letter from foster care agency
- Adoptive Placement Agreement, AD-907
- Independent Adoption Placement Agreement, AD-924
- Agency Foster Parents Agreement, SOC-156 Page 3 only
- Other evidence of relationship

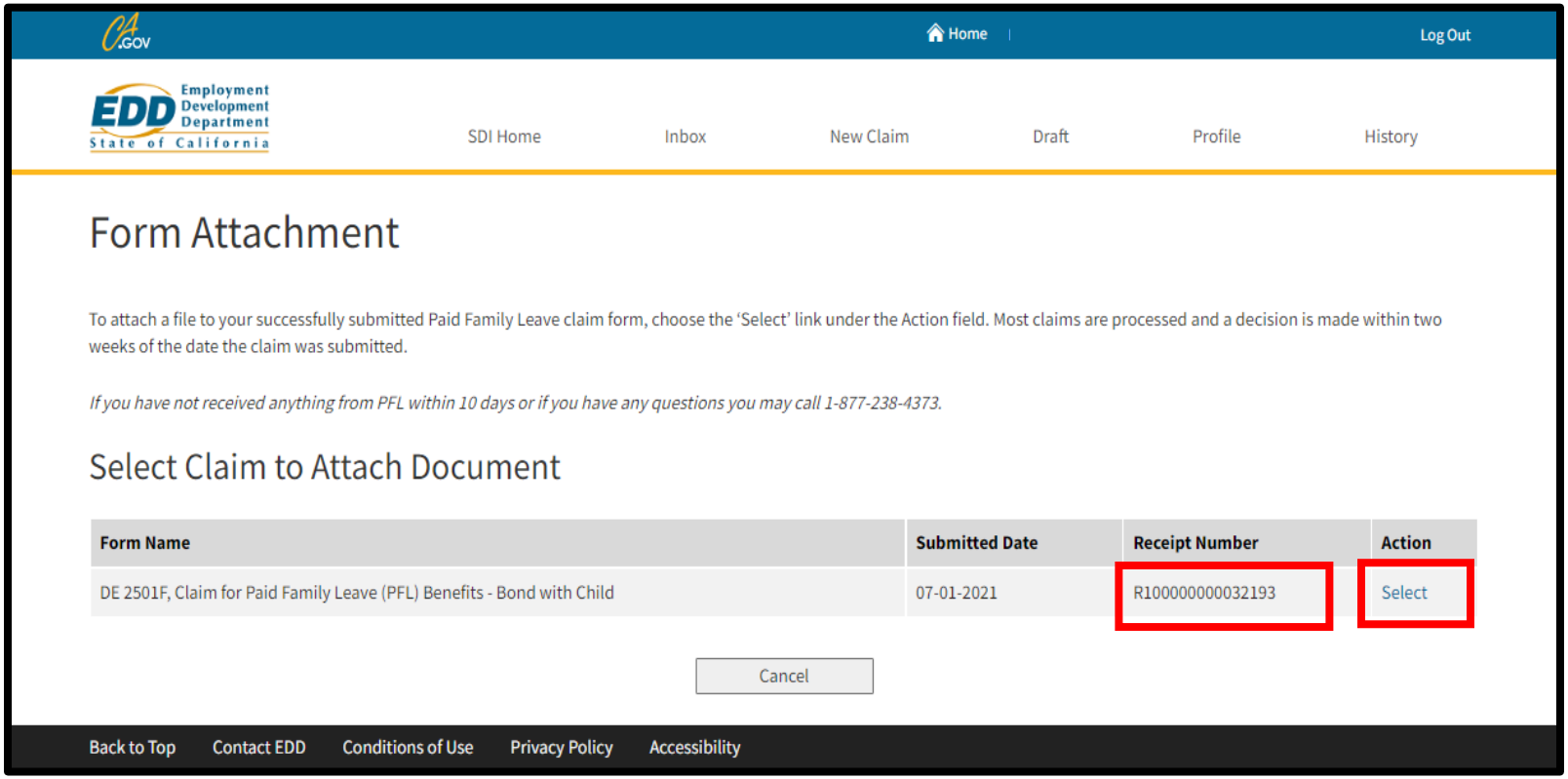


To submit your Proof of Relationship document or if you need to submit more than one document (e.g., birth certificates for twins or to resubmit a document):

- Select **New Claim** from the main menu or the **Apply** button under Apply for benefits.

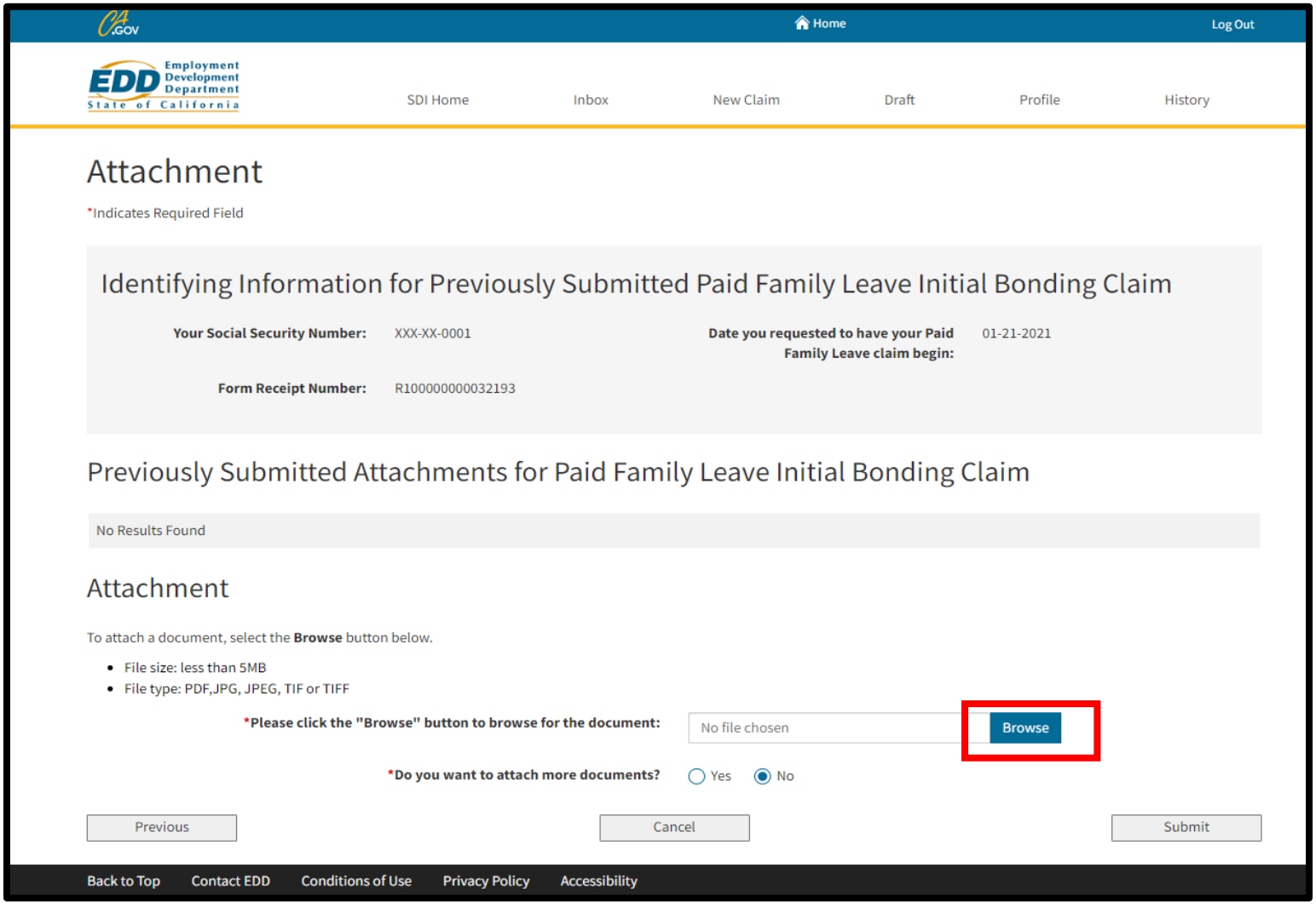


Under Paid Family Leave Benefits, select **Add Bonding Document.**

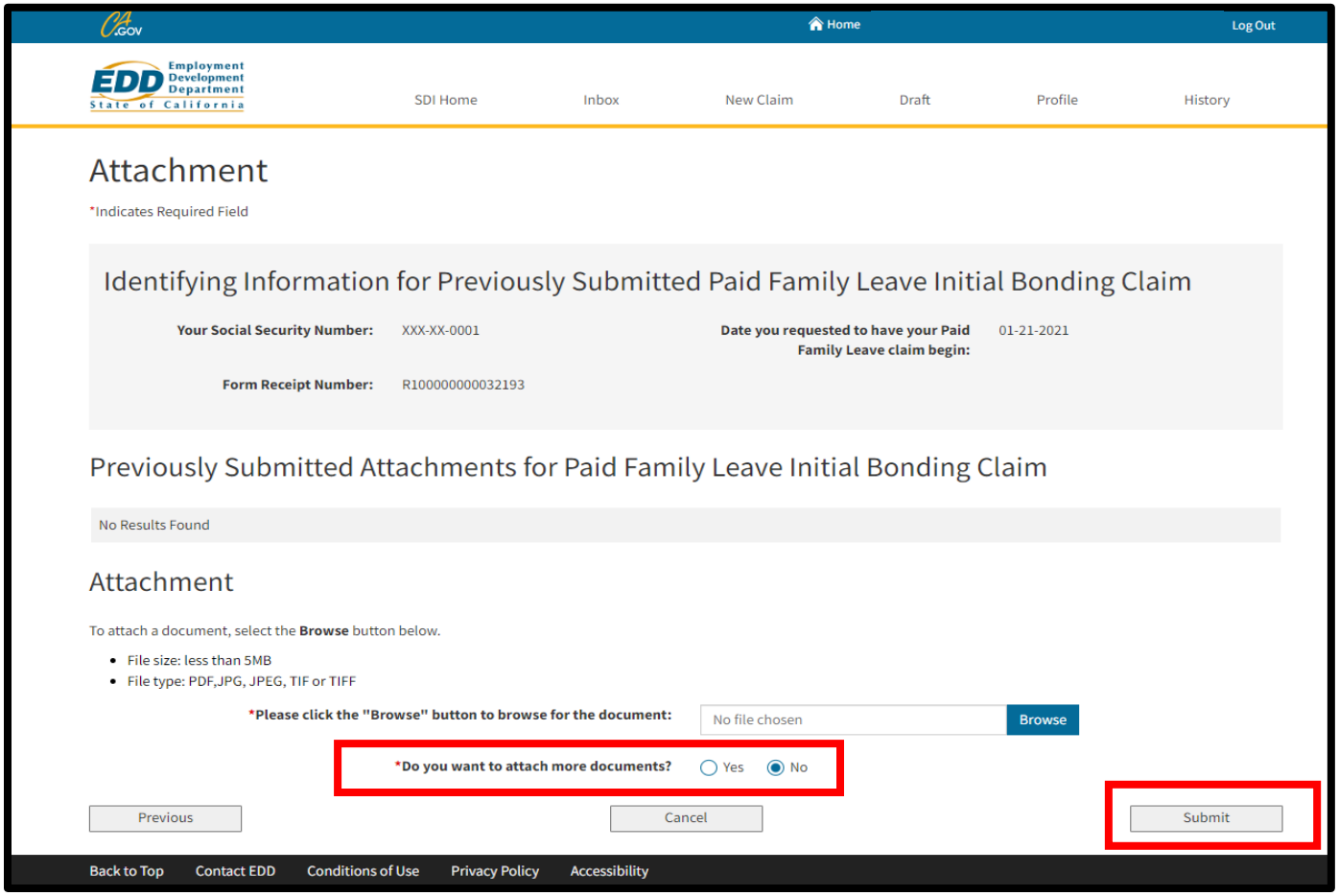


Make sure the **Receipt Number** matches the number you got when you submitted the online application.

If it matches, choose **Select** from the **Action** column to attach a document to your file.

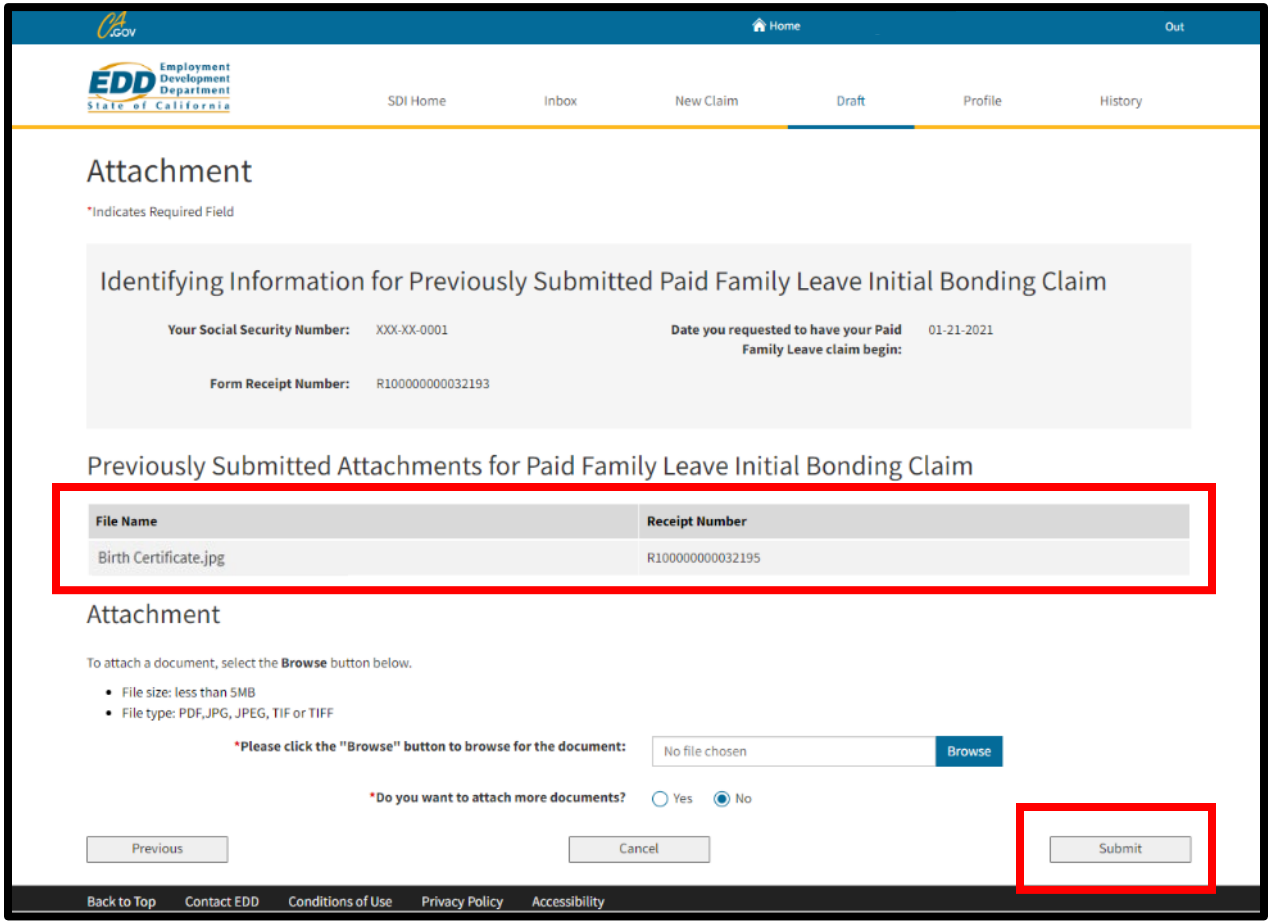


Select **Browse** to upload a document from your computer or phone.



To upload more than one document, select **Yes** to “Attach another document?” and then select **Submit**. This sends you back to the Attachment screen to continue uploading documents.

When you are done uploading your documents, select **No** to “Attach another document?” and then select **Submit.**



The Attachment screen confirms that your attachment was submitted.

Select **Submit**. Your bonding claim is now complete.

Save the **Receipt Number** for future reference.

Allow at least 14 days for us to process your claim.

CONTACT US

1-877-238-4373

– Helpful Links –

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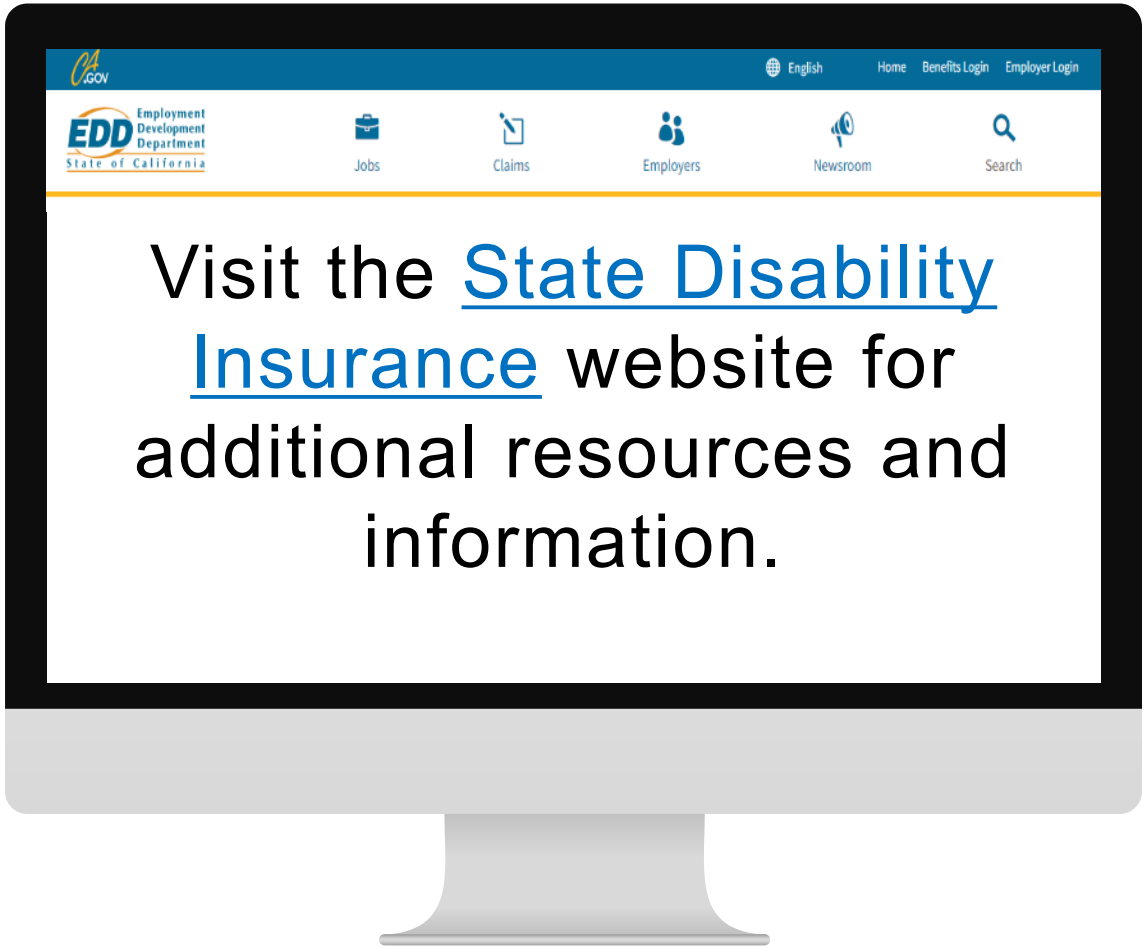
Accessibility

Language Resources

– Follow us –



EDD is an equal opportunity department for this information. If you need help or services because of a disability, call 1-866-490-8879. TTY users, please call the California Relay Service at 711.