

Why would I choose a claimant-designated representative?

A claimant may need, or want, someone to help them apply for Paid Leave benefits. A representative can also help you with your claim after you send it or we approve it.

What are the requirements for the person I choose as a representative?

They must:

- Be at least 18 years old
- Understand the responsibilities of a claimant-designated representative

What can my claimant-designated representative do?

They can:

- Apply for benefits for you
- Receive information you sent to Paid Leave
- Receive information about Paid Leave benefits that you have received or will receive
- Receive information about pending or issued decisions made on your Paid Leave claim
- Provide information to Paid Leave for you, including information we need to complete your claim for benefits
- Appeal a Paid Leave decision for you and appear in any related hearings

Can I have more than one authorized representative?

No. We only recognize one representative for each claimant at a given time.

What are my claimant-designated representative's responsibilities?

Once we have approved your designated representative, they take on your responsibilities related to your claim. Anything they do for you is subject to the same Paid Leave laws that apply to you. Your representative is responsible for acting in your

best interest. Your representative also must maintain the confidentiality of information they receive from the department about you.

Can my designated representative receive my benefits?

Paid Leave doesn't issue your benefits to your representative. If you pass away and we still owe you benefits, we will pay the benefits to the survivors as listed in ORS 293.490 or in accordance with state law.

See the following table to learn more.

Question	Answer
Who can represent me?	Any person you choose who is 18 years or older.
What form do I need to complete?	Claimant-Designated Representative Form
When does my representative's authorization end?	One of the following: <ul style="list-style-type: none">• Within 30 days from the date the department has approved your designated representative, if no one has sent a Paid Leave application for benefits for you• On the date you chose when you filled out your form• The last day of your current benefit year if this date is later than the first two options
Can I end my representative's status?	Yes, you can end the authorization at any time. If you become incapacitated or pass away, that also ends the authorization.