



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

Economic Advancement Program update:

CLSEPA's primary concern is for the health and safety of our clients, community, and our staff. We are postponing events and clinics until further notice as we continue to monitor the coronavirus (COVID-19) public health crisis.

Due to concerns regarding the transmission of the novel coronavirus, reentry, workers' rights, and consumer walk-in consultations are cancelled until further notice. Instead, we will be providing telephone consultations. To be signed up for a consultation by telephone, please contact our front desk at 650-326-6440. If you already have an appointment, please note that your attorney may try to reschedule your appointment or conduct it via telephone.

We have put together workers' rights and live scan information for our clients and community available on our program page.

WORKERS' RIGHTS INFORMATION: Coronavirus - Information for California Employees

California employees who lose work because of the coronavirus (COVID-19) may be eligible for a range of benefits including paid sick leave, paid family leave, unemployment insurance, and state disability insurance.

Online Resources:

- [CA Economic Development Department \(EDD\) Info on Coronavirus](#)
- [California Department of Industrial Relations \(DIR\) FAQs](#)
- [California Labor & Workforce Development Agency \(LWDA\) Resources Page](#)
- [Legal Aid at Work FAQs](#)

Here are some benefits that employees might get:

- **Disability Insurance:** if you can't work because you have or have been exposed to COVID-19, you can [file a claim for state disability insurance](#). **Citizenship and immigration status do not affect eligibility.**
 - **Provides:**
 - short-term payments (for up to 52 weeks)
 - 60-70% of your wages up to a maximum of \$1,300 per week
 - **How do I apply?**
 - [Apply online](#) through EDD website (fastest)
 - [Filing a DI Claim Using SDI Online \(YouTube\) \(English\)](#)
 - [Filing a DI Claim Using SDI Online \(YouTube\) \(Spanish\)](#)



- [Apply by mail](#) (form is not available online, you must pick one off at an EDD office or request that one be mailed to you)
 - Sample form [here](#)
- Disability insurance statewide toll-free numbers
 - English: (800) 480-3287
 - Spanish: (866) 658-8846
- List of Disability Insurance office locations [here](#)
 - San Jose office: 297 West Hedding, San Jose CA 95110
 - San Francisco office: 745 Franklin Street, Suite 300, San Francisco, CA 94102
 - NOTE: they do not process disability claims at JobTrain
- **Paid Family Leave:** if you can't work because you are caring for a relative (must be a family member) who is sick or quarantined by COVID-19, you can [file for paid family leave](#). **Citizenship and immigration status do not affect eligibility.**
 - **Provides:**
 - short-term payments (for up to 52 weeks)
 - 60-70% of your wages up to a maximum of \$1,300 per week
 - **How do I apply?**
 - [Apply online](#) through EDD website (fastest)
 - [File by mail](#) (form is not available online, you must pick one off at an EDD office or request that one be mailed to you)
 - Sample claim form [here](#)
 - Paid Family Leave Statewide numbers:
 - English: (877) 238-4373
 - Spanish: (877) 379-3819
 - Office locations and telephone numbers [here](#)
 - San Jose office: 297 West Hedding, San Jose CA 95110
 - San Francisco office: 745 Franklin Street, Suite 300, San Francisco, CA 94102
 - NOTE: they do not process Paid Family Leave claims at JobTrain
- **Unemployment:** If your employer has reduced your hours or shut down operations due to COVID-19, you can [file for unemployment insurance](#). To collect unemployment benefits, you must be able to prove that you are in satisfactory immigration status and authorized to work in the United States.
 - **Provides:** Weekly payments ranging from \$40-\$450 per month for up to 6 months



- **How do I apply?**
 - [Online](#) through UI Online
 - By phone:
 - English: (800) 300-5616
 - Spanish: (800) 326-8937
 - By mail or fax (fill out form and send by mail or fax to address on p. 12)
 - [English Form](#)
 - [Spanish Form](#)
 - There is an EDD office at [JobTrain](#) in Menlo Park that can help people fill out applications for unemployment benefits:
 - Address: 1200 O'Brien Drive, Menlo Park, CA 94025
 - Phone: (650) 330-6239

- **Paid Sick Leave:**
 - Employers must give workers in California at least **three paid sick days** per year (some cities, like SF, require more)
 - If you have leave available, it can be used for absences due to illness, the diagnosis, care or treatment of an existing health condition, or preventative care for the employee or the employee's family member
 - "Preventative care" may include self-quarantine
 - More info on the Labor Commissioner (DIR) [website](#)

REENTRY (LIVE SCAN INFORMATION):

We are suspending live scan events until April as we continue to monitor the coronavirus (COVID-19) public health crisis.

How to Get a Copy of your Criminal Record (RAP SHEET) from the State of California

To receive a copy of **YOUR** criminal history record, individuals must submit fingerprint images, pay a fee to the DOJ, and follow the instructions below.

Live Scan fingerprinting locations are available throughout the state. A list of locations where the service is provided is available [here](#).



FEES:

- The DOJ charges a fee of \$25.00 for your Criminal Record.
- You may qualify for a waiver of the \$25.00 fee if you receive public assistance or your income qualifies. You can get more information about fee waivers and download a fee waiver application online [here](#).
- Most Live Scan locations charge an *additional* fee. For example, if a listing says “\$20.00,” this means you will have to pay the \$25.00 DOJ fee PLUS the \$20.00 Live Scan fee.

INSTRUCTIONS

For Live Scan services, you will need the following:

1. A valid, government issued photo identification card;
2. Method of payment and/or fee waiver;
3. Completed Live Scan Form (Form [BCIA 8016RR, pdf](#)), ([BCIA 8016RR Spanish, pdf](#)).

On the form:

- Check “Record Review” as the “Type of Application”.
- Enter “Record Review” on the “Reason for Application” line.
- Fill out all your personal information.

Then, take your ID, your method of payment and your completed Live Scan Form to any [Live Scan site](#) for fingerprinting services.