

March 30, 2007

**DIRECTIVE:           JOB CORPS INFORMATION NOTICE NO. 06-27**

**TO:                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS**

**FROM:                Esther R. Johnson, Ed.D.  
                          National Director  
                          Office of Job Corps**

**SUBJECT:            Job Corps' FY 2007 1<sup>st</sup> Quarter (October 1, 2006 – December 31, 2006)  
                          Safety and Health Information Management System Office of Worker's  
                          Compensation Timeliness Report**

1.     Purpose. To inform all accident and injury record keepers that Job Corps achieved 97 percent timeliness in submitting student injury claims to the Office of Worker's Compensation Program (OWCP) during the first quarter of fiscal year (FY) 2007.

2.     Background. Since the implementation of the President's Safety, Health, and Return-to-Employment (SHARE) Initiative, Job Corps has continually taken steps to increase its timeliness in filing Federal Employee's Compensation Act (FECA) CA-1 claims. The table below illustrates the progress Job Corps has made in meeting this goal.

Period	Job Corps Timeliness of OWCP Claim Submission			
	FY 2004 Goal = 88.9%	FY 2005 Goal = 92.2%	FY 2006 Goal = 96.8%	FY 2007 Goal = 95%
1 <sup>st</sup> Quarter	70.1%	88.7%	100%	97%
2 <sup>nd</sup> Quarter	77.4%	89.0%	98.3%	
3 <sup>rd</sup> Quarter	86.4%	96.6%	97.7%	
4 <sup>th</sup> Quarter	92.4%	100%	97.2%	
FY Cumulative Timeliness	82.7%	94.0%	98.3%	97%

3.     Action.

- a. All Regional and Center Directors are to continuously ensure that all workers' compensation claims are processed according to the published timetables.
  - b. In a continued effort to meet the FY 2007 Presidential SHARE goal of 95 percent, centers are advised that the SHIMS v. 4.2 User's Guide is available on the Job Corps Community Web site at <http://jcweb.jobcorps.org/>.
  - c. All Job Corps Center Directors are to ensure that this Information Notice is distributed to all SHIMS record keepers as well as other appropriate staff.
4. Expiration Date. Until superseded.
  5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).