

May 17, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 12-55</b>
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**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:** ROBERT W. PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Second Quarter Fiscal Year 2013 Office of Workers' Compensation Programs Timeliness Report: Protecting Our Workers and Ensuring Reemployment Initiative Update

1. Purpose. To provide Job Corps' second quarter Fiscal Year (FY) 2013 status in meeting goals set by the president's Protecting Our Workers and Ensuring Reemployment (POWER) initiative. Job Corps is currently achieving 100 percent timeliness in submitting student injury and occupational disease claims, forms CA-1, Notice of Traumatic Injury and Claim for Compensation, and CA-2, Notice of Occupational Disease and Claim for Compensation. It also is achieving 97.3 percent timeliness in submitting student compensation claims, form CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease, to the Office of Workers' Compensation Programs (OWCP) through the second quarter of FY 2013.

2. Background. For FY 2013, POWER set a goal of 95 percent timely filing of forms CA-1/CA-2, and 93.4 percent timely filing of form CA-7. Since 2004, Job Corps has improved the timely filing of student injury claims (CA-1/CA-2) with OWCP, in accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R1.

Those diligent efforts continue to yield positive results for the program. Table 1 summarizes Job Corps' OWCP CA-1/CA-2 timeliness from FY 2009 through second quarter FY 2013; Table 2 summarizes Job Corps' OWCP CA-7 timeliness from FY 2011 through second quarter FY 2013 (the baseline was established in FY 2009).

Table 1

Period	Job Corps Timeliness of OWCP Injury Claim (CA-1/CA-2) Submission				
	FY 2009 Goal = 95%	FY 2010 Goal = 95%	FY 2011 Goal = 95%	FY 2012 Goal = 95%	FY 2013 Goal = 95%
1 <sup>st</sup> Quarter	100%	97.8%	100%	100%	100%
2 <sup>nd</sup> Quarter	100%	100%	100%	100%	100%
3 <sup>rd</sup> Quarter	100%	98.3%	100%	100%	
4 <sup>th</sup> Quarter	100%	100%	100%	100%	
FY Cumulative Timeliness	100%	99%	100%	100%	100%

Table 2

Period	Job Corps Timeliness of OWCP Compensation Claim (CA-7) Submission			
	FY 2009 Baseline	FY 2011 Goal = 67%	FY 2012 Goal = 88%	FY 2013 Goal = 93.4%
1 <sup>st</sup> Quarter	N/A	76.5%	97.3%	96.8%
2 <sup>nd</sup> Quarter	N/A	96.9%	95.7%	98.0%
3 <sup>rd</sup> Quarter	N/A	96.8%	97.0%	
4 <sup>th</sup> Quarter	N/A	94.7%	98.3%	
FY Cumulative Timeliness	29.2%	92.2%	96.9%	97.3%

It is critical that centers continue to emphasize the need for timely SHIMS recordkeeping and OWCP claim submission in order to meet the goals for FY 2013.

3. Action. Job Corps Center Directors and SHIMS recordkeepers are reminded of the following:

- a. Injuries must be documented in SHIMS **within 7 calendar days of supervisor notice**. Further, centers must receive approval from the Office of Job Corps (OJC) prior to forwarding a CA-1 or CA-2 to OWCP. Job Corps' timeliness goal for filing student injury claims remains 100 percent. Send OWCP approval requests via e-mail to [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov) *and* [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).
- b. Form CA-16, Authorization for Examination and/or Treatment, is sent to OWCP to provide documentation of an injury in conjunction with the CA-1 or CA-2 that is forwarded to OWCP. The completed CA-16 must be mailed to OWCP immediately after the OWCP claim number is assigned. **Note:** The CA-16 should be mailed to OWCP's Central Case Create facility. Refer to Information Notice 11-25 for more information.

- c. Form CA-7 is issued in conjunction with the CA-1 or CA-2 **only if the student is medically separated due to injury**. After receiving approval from the Office of Job Corps to forward the CA-1 or CA-2 to OWCP in SHIMS, the center will be instructed to fax or e-mail the signed CA-7 to OJC. **The Office of Job Corps must file the CA-7 with OWCP within 5 days of the student's signature.** Due to the short filing deadline, the student (or his/her authorized representative) must sign the form and leave it **undated. Do not mail this form to OWCP.**
- d. Once a student returns to center from medical separation, OWCP must be notified in writing.
- e. If a student leaves Job Corps while he or she is receiving OWCP benefits, he or she should be advised to contact the Office of Job Corps in order to file subsequent CA-7s if necessary.
- f. Refer to Job Corps Technical Assistance Guide (TAG) E (Medical Transfer, Separation, and Referral; Management of Student Injury and Death Under FECA/OWCP) for detailed information regarding the OWCP process. TAG E is available on the Job Corps Community website in the Health and Wellness Section → Health Topics – FECA/OWCP.

Addressees are to ensure this Information Notice is distributed to all 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), or Alex Perez at (202) 693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov).