

FILING WORKERS' COMPENSATION CLAIMS FOR JOB CORPS STUDENTS
DESK REFERENCE – KEEP POSTED WHERE APPROPRIATE
PRH Reference Chapter 5, Section 5.18 R1-R3

When a Job Corps student is separated from the program due to an injury sustained “in the performance of duty,” Job Corps centers may file an injury claim with the Department of Labor’s Office of Workers’ Compensation Programs (OWCP). This document summarizes some of the procedures detailed in Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, R1-R3.

1. A student is injured while “in the performance of duty.”
2. The injury is documented in the Safety and Health Information Management System (SHIMS) within 7 calendar days of notification.
3. A student is medically separated from Job Corps due to the injury, or once the student separates from the program, and an injury requires further medical treatment, the Job Corps center SHIMS record-keeper requests permission from the National Office of Job Corps to forward the injury claim (CA-1) to OWCP via SHIMS. Send e-mail requests to edmonds.heather@dol.gov and perez.alejandro@dol.gov.
4. The center’s SHIMS recordkeeper forwards the CA-1 to OWCP via SHIMS **after receiving approval from the Office of Job Corps.**
5. Complete the CA-16 and mail it to the OWCP Central Case Create facility:
US Department of Labor – OWCP/DFEC
400 West Bay Street
Room 827
Jacksonville, FL 32202
6. Mail all medical bills and other correspondence to the OWCP DFEC Central Mailroom:
U.S. Department of Labor
DFEC Central Mailroom
PO Box 8300
London, KY 40742-8300
7. If the student is not medically cleared to return to work after two weeks since separation, complete the CA-7 and e-mail or fax to the Office of Job Corps. The Office of Job Corps will then submit the CA-7 through OWCP’s ECOMP.
8. If subsequent CA-7s are required as requested by the student or OWCP, notify the Office of Job Corps. **Do not mail paper CA-7s to OWCP.**
9. Once a student returns to center from medical separation, OWCP must be notified in writing.