

May 19, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-54
-------------------	---

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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Second Quarter Fiscal Year (FY) 2014 Office of Workers' Compensation Programs (OWCP) Timeliness Report: Protecting Our Workers and Ensuring Re-employment (POWER) Initiative Update

1. Purpose. To provide Job Corps' second quarter FY 2014 outcomes in meeting goals set by the President's POWER initiative, and to remind centers about the proper filing of forms CA-1, Notice of Traumatic Injury and Claim for Compensation; and CA-2, Notice of Occupational Disease and Claim for Compensation and CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease, to OWCP.

2. Background. Job Corps achieved 95.5 percent timeliness in submitting student injury/occupational illness or disease claim forms CA-1 and CA-2 to OWCP in the second quarter of FY 2014. Job Corps achieved 100 percent timeliness in submitting student compensation claim form CA-7 to OWCP in the second quarter of FY 2014. For FY 2014, POWER set a goal of 95 percent timely filing of forms CA-1/CA-2, and 95 percent timely filing of form CA-7.

Table 1 summarizes Job Corps' OWCP CA-1/CA-2 timeliness from FY 2010 through second quarter FY 2014, including the current FY timeliness; Table 2 summarizes Job Corps' OWCP CA-7 timeliness from FY 2011 through second quarter FY 2014, including the current FY timeliness (the baseline was established in FY 2009).

Table 1

Period	Job Corps Timeliness of OWCP Injury Claim (CA-1/CA-2) Submission				
	FY 2010 Goal = 95%	FY 2011 Goal = 95%	FY 2012 Goal = 95%	FY 2013 Goal = 95%	FY 2014 Goal = 95%
1 st Quarter	97.8%	100%	100%	100%	100%
2 nd Quarter	100%	100%	100%	100%	95.5%
3 rd Quarter	98.3%	100%	100%	100%	
4 th Quarter	100%	100%	100%	100%	
FY Cumulative Timeliness	99%	100%	100%	100%	97.8%

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%	FY 2014 Goal = 95%
1 st Quarter	N/A	76.5%	97.3%	96.8%	89.4%
2 nd Quarter	N/A	96.9%	95.7%	98.0%	100%
3 rd Quarter	N/A	96.8%	97.0%	98.3%	
4 th Quarter	N/A	94.7%	98.3%	100%	
FY Cumulative Timeliness	29.2%	92.2%	96.9%	98.1%	94.8%

3. **Action.** Job Corps Center Directors and SHIMS recordkeepers must re-read Job Corps Policy and Requirements Handbook Chapter 5, Section 5.18, R1-R3 to ensure they are following Job Corps procedures for handling student OWCP claims. Further, Center Directors and SHIMS recordkeepers are reminded of the following:

- a. **The FY 2014 goal for CA-1/CA-2 timeliness remains unchanged at 95 percent. However, the CA-7 timeliness goal for FY 2014 is now also 95 percent.** Centers must continually strive to improve management of their student OWCP claims in order to meet the ever-increasing POWER timeliness goals.
- b. Injuries must be documented in SHIMS **within 7 calendar days of supervisor notice.** Further, centers must receive approval from the Office of Job Corps 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 edmonds.heather@dol.gov.
- c. 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 the OWCP central case create facility immediately after the OWCP claim number is assigned.

- d. 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 e-mail or fax the signed CA-7 to the National Office. **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.**
- e. Once a student returns to center from medical separation, the center must notify OWCP in writing.
- f. If a student leaves Job Corps while he or she is receiving OWCP benefits, he or she shall be advised to contact the Office of Job Corps in order to file subsequent CA-7s if necessary.

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.