

February 4, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 14-32
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: First Quarter Fiscal Year (FY) 2015 Office of Workers' Compensation Programs (OWCP) Timeliness Report: Protecting Our Workers and Ensuring Re-employment (POWER) Initiative Update

1. Purpose. To provide Job Corps' first quarter FY 2015 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; 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 100 percent timeliness in submitting student injury/occupational illness or disease claim forms CA-1 and CA-2 to OWCP in the first quarter of FY 2015. Job Corps achieved 100 percent timeliness in submitting student compensation claim form CA-7 to OWCP in the first quarter of FY 2015. For FY 2015, 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 2011 through first quarter FY 2015, including the current FY timeliness; Table 2 summarizes Job Corps' OWCP CA-7 timeliness from FY 2011 through first quarter FY 2015.

Table 1

Period	Job Corps Timeliness of OWCP Injury Claim (CA-1/CA-2) Submission				
	FY 2011 Goal = 95%	FY 2012 Goal = 95%	FY 2013 Goal = 95%	FY 2014 Goal = 95%	FY 2015 Goal = 95%
1 st Quarter	100%	100%	100%	100%	100%
2 nd Quarter	100%	100%	100%	95.5%	
3 rd Quarter	100%	100%	100%	100%	
4 th Quarter	100%	100%	100%	100%	
FY Cumulative Timeliness	100%	100%	100%	99%	100%

Table 2

Period	Job Corps Timeliness of OWCP Compensation Claim (CA-7) Submission				
	FY 2011 Goal = 67%	FY 2012 Goal = 88%	FY 2013 Goal = 93.4%	FY 2014 Goal = 95%	FY 2015 Goal = 95%
1 st Quarter	76.5%	97.3%	96.8%	89.4%	100%
2 nd Quarter	96.9%	95.7%	98.0%	100%	
3 rd Quarter	96.8%	97.0%	98.3%	100%	
4 th Quarter	94.7%	98.3%	100%	100%	
FY Cumulative Timeliness	92.2%	96.9%	98.1%	97.2%	100%

3. **Action.** Job Corps Center Directors and SHIMS recordkeepers must re-read Job Corps Policy and Requirements Handbook 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 2015 goal for CA-1/CA-2 and CA-7 timeliness remains unchanged at 95 percent.** Centers must continually strive to improve management of their student OWCP claims in order to meet the POWER timeliness goals.
- b. Injuries must be documented in SHIMS **within 7 calendar days of supervisor notice.** Further, centers must receive approval from the National 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 at 100 percent. Send OWCP approval requests via e-mail to edmonds.heather@dol.gov and jonas.brittany.n@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 National 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 National 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. Official changes made to Form CA-7 Claim for Compensation form have been approved and implemented effective January 20, 2015. Centers must update their files with the current CA-7, and use it from this point forward. The new CA-7 is available on the Job Corps Community Web site under Forms→Federal Employees' Compensation Act Forms.

The most notable change in Form CA-7 is the language on the claimant's signature line (Section 7). By signing the CA-7, the employee authorizes the Division of Federal Employees' Compensation to contact the Social Security Administration for earnings information.

- f. Once a student returns to center from medical separation, the center must notify OWCP in writing.

- g. If a student leaves Job Corps while he or she is receiving OWCP benefits, he or she shall be advised to contact the National 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 Heather Edmonds at (202) 693-3774, or edmonds.heather@dol.gov.