

December 17, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07- 19

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: Approval Required for Forwarding Student Injury/Illness Claims
 (CA-1/CA-2) to OWCP

1. Purpose. To inform all Job Corps centers that prior to forwarding a student injury/illness form (CA-1/CA-2) to the Office of Worker's Compensation Programs (OWCP), accomplished via the Safety and Health Information Management System (SHIMS), the SHIMS record keeper must receive approval from the National Office of Job Corps, Division of Information Technology and Program Support, Program Support Team Leader.

2. Background. Last year, Job Corps centers filed 436 student injury/illness claims with OWCP, of which 114 were denied. Upon review, it was determined that many of these claims were denied by OWCP because the student was not medically separated with reinstatement rights (MSWR), which is a requirement for submitting a claim to OWCP. While Job Corps does not have the authority to determine whether medical bills and compensation pay will be paid for a student injury, Job Corps can reduce injury rates and improve its OWCP timeliness rate by eliminating inappropriate student OWCP claims.

3. Action. Effective January 2, 2008, all Job Corps Center Directors and student accident and injury record keepers are advised that prior to forwarding a student CA-1/CA-2 to OWCP, the SHIMS record keeper must first receive approval from the National Office of Job Corps. The following procedure should be used:

- a. When completing the CA-1/CA-2 in SHIMS for a student who is medically separated due to an injury, save the electronic form until receiving approval from

the National Office to forward it to OWCP (status of the form indicates, “Initiated as a working copy”).

- b. E-mail Marsha Fitzhugh at fitzhugh.marsha@dol.gov and copy (CC) Heather Edmonds at edmonds.heather@dol.gov with the subject “OWCP Claim Approval Request.” In the body of the e-mail, include the SHIMS Internal Control Number (ICN), a short summary of where the injury occurred, the nature of the injury, and whether the student has been medically separated.
- c. Wait for an e-mail response from the National Office before forwarding the CA-1/CA-2 to OWCP. You will receive an approval within 1 business day of the request. **The time frame for submitting claims has not changed; all OWCP claims must be submitted within 7 calendar days of the supervisor’s notice of the injury.**
- d. Only upon approval, forward the form to OWCP via SHIMS. Print a copy of the e-mail/approval and attach it to the printed form, which is filed in the student’s medical folder.

Addressees are to ensure that this Program Instruction 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, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.