

January 29, 2010

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-59
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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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: Managing Student Injury Claims With the Office of Workers'
 Compensation Programs

1. Purpose. To provide Job Corps workers' compensation coordinators (WCCs) with best practices for managing student injury claims with the Office of Workers' Compensation Programs (OWCP).

2. Background. The National Office of Job Corps has received numerous inquiries from centers about processing injury claims submitted to OWCP for students who have been medically separated with reinstatement rights (MSWR). Alarming, some centers are postponing medical care for students until OWCP benefits are approved; treatment should be scheduled as medically advised and without regard to OWCP benefits. Centers are reminded that OWCP is a separate agency from Job Corps; therefore, it is important for centers to coordinate with OWCP directly on matters regarding student OWCP claims.

One of the primary responsibilities of a WCC is to provide on-site case management, facilitating the provision, exchange, and tracking of claim information and processing once an OWCP CA-1 or CA-2 is filed on behalf of a Job Corps student via the electronic Safety and Health Information Management System (SHIMS). Job Corps Technical Assistance Guide (TAG) E – Medical Transfer, Separation, and Referral; Management of Student Injury and Death Under FECA/OWCP (October 2006)—and the Program Instruction 08-10 attachment (Revised TAG E Section 4.4)—provide comprehensive instructions for managing student injury claims submitted to OWCP. In addition, the National Office has identified several best practices that will make the OWCP process more efficient for center WCCs.

3. Action. Job Corps center WCCs should familiarize themselves with the OWCP process

as outlined in the two references listed above and in the attachment to this Information Notice in order to provide students with timely medical care and to facilitate payment of medical bills. Centers should not wait to schedule students' medical treatment based on approval of OWCP benefits.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Direct inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.

Attachment

Managing Student Injury Claims With the Office of Workers' Compensation Programs (OWCP) – Best Practices