

July 28, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-10
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Announcing Presidential Initiative—Protecting Our Workers and Ensuring Reemployment

1. Purpose. To provide information regarding the new federally mandated Presidential initiative, Protecting Our Workers and Ensuring Reemployment (POWER), which begins in Fiscal Year (FY) 2011.
2. Background. Since 2004, Job Corps has taken measures to improve the timely filing of student injury claims with the Office of Workers' Compensation Programs (OWCP) under the Safety, Health and Return-to-Employment (SHARE) initiative. SHARE expired at the end of FY 2009; however, President Obama has identified the need to further improve federal workplace safety standards.

As part of POWER, agencies must improve their performance in the following seven areas by the end of FY 2014:

- a. reduce total injury and illness case rates;
- b. reduce lost time injury and illness case rates;
- c. analyze lost time injury and illness data;
- d. increase the timely filing of workers' compensation claims;
- e. increase the timely filing of wage-loss claims;
- f. reduce lost production day rates; and
- g. speedup employees' return to work in cases of serious injury or illness.

Whereas Job Corps was only held to increasing the timely filing of workers' compensation claims and reducing total injury and illness case rates under SHARE, there is strong indication that Job Corps will be required to meet all seven goals under POWER.

3. Reference.

- a. Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18, Student and Staff Injury Reports and Record Keeping;
- b. Job Corps Program Instruction No. 07-19, dated December 17, 2007, titled “Approval Required for Forwarding Student Injury/Illness Claims (CA-1/CA-2) to OWCP;”
- c. Job Corps Program Instruction No. 08-10, dated September 17, 2008, titled “Submitting Student Injury Claims and Supporting Documentation to the Office of Workers’ Compensation Programs;”
- d. Job Corps Program Instruction No. 09-27, dated December 3, 2009, titled “Student Injury/Illness Claims, CA-1/CA-2, Notice of Traumatic Injury/Occupational Disease and Claim for Compensation;”
- e. Job Corps Information Notice No. 09-59, dated January 29, 2010, titled “Managing Student Injury Claims With the Office of Workers’ Compensation Programs”

4. Action. Job Corps center directors and Safety and Health Information Management System (SHIMS) record keepers are reminded that injuries must be documented in SHIMS **within seven (7) calendar days of supervisor notice**. Further, centers must receive approval from the National Office prior to forwarding a CA-1 or CA-2 to OWCP. Job Corps’ timeliness goal remains 100 percent timely filing of claims. Refer to the references listed above for a full description of Job Corps’ requirements for injury record keeping.

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 form currently on the Job Corps Community website has expired. A valid form is now available and attached to this directive, and posted to the Job Corps Community website.

In the coming months, once baselines are established, the National Office will provide additional information about POWER and the steps Job Corps will take to ensure that the Department of Labor meets all related goals.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachment
Form CA-16