

October 19, 2011

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 11-25
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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: Office of Workers' Compensation Programs (OWCP) Mailing Address
Change

1. Purpose. To inform the Job Corps Community that the OWCP mailing address to where the CA-16, Authorization for Examination and/or Treatment, and the CA-6, Official Supervisor's Report of Employee's Death, are mailed has changed.
2. Background. In accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18 (Student and Staff Injury Reports and Recordkeeping), student injury claims (CA-1, Notice of Traumatic Injury and Claim for Compensation) that are forwarded to OWCP require a CA-16 be mailed to OWCP to support the CA-1. Centers had mailed the CA-16 to OWCP's London, Kentucky address, and the CA-6 to the OWCP district offices. Now both forms will be mailed to OWCP's Central Case Create facility in Jacksonville, Florida.
3. Action. Effective immediately, all CA-16 and CA-6 forms must be mailed to the new OWCP Central Case Create facility at the following address:

U.S. Department of Labor – OWCP/DFEC
400 West Bay Street
Room 827
Jacksonville, FL 32202

Please refer to OWCP's website for additional information: <http://www.dol.gov/owcp/dfec/regs/compliance/CentralCaseCreate/>. Please note that forms CA-1 (Notice of Traumatic Injury) and CA-2 (Notice of Occupational Disease) are still submitted electronically via the Safety and Health Information Management System (SHIMS), and the CA-7 is submitted to the

National Office of Job Corps for electronic submission via OWCP's Agency Query System (AQS).

All medical bills should continue to be mailed to the OWCP DFEC Central Mailroom in London, Kentucky:

U.S. Department of Labor
DFEC Central Mailroom
PO Box 8300
London, KY 40742-8300

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 Until superseded.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 at fitzhugh.marsha@dol.gov.