

September 17, 2008

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 08-10</b>
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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:**                ESTHER R. JOHNSON, Ed.D.  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Submitting Student Injury Claims and Supporting Documentation to the  
                         Office of Workers' Compensation Programs

1.     Purpose. To notify all Job Corps centers that after forwarding a student injury/occupational disease claim to the Office of Workers' Compensation Programs (OWCP) via the Safety and Health Information Management System (SHIMS), there are additional forms and documentation required by OWCP in order to process the claim. Once the claim has been forwarded to OWCP, it is the center's responsibility to submit required documentation.

2.     Background. There have been a number of instances in which Job Corps centers or Job Corps students reported that injury claims have been denied due to an inadequate response to OWCP requests for additional information or failure to submit other required forms. By forwarding the CA-1 or CA-2 to OWCP via SHIMS, centers are satisfying the first step of filing a worker's compensation claim for a Job Corps student.

3.     Action. All Job Corps Center Directors and student accident and injury record keepers are advised that after forwarding a CA-1 or CA-2 to OWCP via SHIMS, the following forms must be completed and submitted to OWCP once the OWCP claim number (9-digit number) is assigned:

a.     CA-16, Authorization for Examination and/or Treatment

Issue form CA-16 to the health care provider or facility to which the student is being referred for treatment of traumatic injury. For all students who are treated for an injury off center, complete Part A of the CA-16 and request that the physician complete Part B. This form should be filed in the student's medical folder until/unless the student is medically separated with reinstatement rights (MSWR) and a CA-1 or CA-2 is forwarded to OWCP.

b. CA-7, Claim for Compensation

For MSWR students, complete the CA-7 and mail to OWCP. The student must sign Section 7.

Center Directors and student accident and injury record keepers should also note the following:

a. Send all mail and bills for workers' compensation claims to:

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

**Please be sure to include the claim number and student's name on every page you send. The OWCP claim number can be retrieved in SHIMS by accessing the CA-1 or CA-2.**

b. All forms are available on the Job Corps Community Web Site in the forms section under Federal Employees' Compensation Act (FECA) Forms.

c. This Program Instruction does not change the procedure for recording cases in SHIMS; nor does it change the requirement to seek National Office approval to forward student workers' compensation claims to OWCP (refer to Program Instruction No. 07-19 and Information Notice No. 08-13).

d. Refer to the attachment to this Program Instruction — Revised Section 4.4, Job Corps Technical Assistance Guide (TAG) E — for guidance related to injuries resulting in student separation from Job Corps.

Other sections of TAG E will also be revised, and the entire TAG E then reissued, but Job Corps has determined that revised Section 4.4 should be issued now and not held back.

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](mailto:fitzhugh.marsha@dol.gov), or Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).

Attachment

Revised Section 4.4, Job Corps Technical Assistance Guide (TAG) E