

February 3, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-32
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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: Procedures for Submitting Student Injury Claims to the Office of
Workers' Compensation Programs

1. Purpose. To ensure that Job Corps centers file Office of Workers' Compensation Programs (OWCP) injury claims for Job Corps students in accordance with the Job Corps Policy and Requirements Handbook (PRH), Chapter 5, Section 5.18; the Federal Employees' Compensation Act (FECA)/OWCP; and the goals outlined in the President's Protecting Our Workers and Ensuring Reemployment (POWER) initiative.
2. Background. Job Corps PRH Change Notice No. 10-10 and Related PAG Changes (PRH Chapter 5, Section 5.18 and Exhibit 5-2: Injury and Occupational Illness/Disease Recordkeeping; OSHA 300; and Submission of Forms CA-1, CA-2, and CA-7) updated Job Corps' requirements for submission of student injury claims when a student is medically separated with reinstatement rights (MSWR). These updates were made to comply with current OWCP policy and POWER goals.

This Program Instruction outlines the process for obtaining approval from the National Office of Job Corps before forwarding Forms CA-1 and CA-2 to OWCP. Further, it provides instructions for submission of Form CA-7 to the National Office, and Forms CA-16 and OWCP-1500 to OWCP.

Before PRH Change Notice No. 10-10 was issued, a center was required to submit a hard copy of Form CA-7 directly to OWCP. However, to expedite the submission of this form and streamline the process, the National Office of Job Corps will be submitting all CA-7 forms for Job Corps students through the OWCP electronic filing system.

3. Action. All Regional Office staff, center operators, center directors, and student injury recordkeepers are advised of the following:

- a. Student injuries and occupational illnesses/diseases must be documented in the Department of Labor's Safety and Health Information Management System (SHIMS). SHIMS is an electronic database that assists the Department in meeting the reporting requirements of both the Occupational Safety and Health Administration (OSHA) and the Office of Workers' Compensation Programs (OWCP).
- b. In the event that an injury requires medical separation with reinstatement rights (MSWR) from Job Corps, center staff must obtain National Office approval prior to forwarding a CA-1 to OWCP via SHIMS. The SHIMS user must e-mail a request for approval to johnson.dennis@dol.gov and edmonds.heather@dol.gov. The e-mail should provide the SHIMS internal control number (ICN) and state whether or not the student has been medically separated.
- c. When the center receives National Office approval and a CA-1 is forwarded to OWCP at separation:

- (1) A CA-16 manual form, Authorization for Examination and/or Medical Treatment, and an OWCP-1500 manual form, the Health Insurance Claim Form, are sent to the health care provider.

The completed CA-16 and OWCP-1500 must be mailed to OWCP at:

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

Include the claim number on any and all pages sent to this address.

- (2) A CA-7 manual form, Claim for Compensation Due to Traumatic Injury or Occupational Disease, is completed, and a copy is sent via fax or e-mail to the National Office of Job Corps for submission to OWCP. (Specific instructions will be provided upon approval of CA-1 submission.)

The National Office must file the copy sent to them by the center with OWCP within 5 days of the student's signature. Due to the deadline, the student (or his/her authorized representative) must sign the form and leave it **undated**.

Do not mail this form to OWCP.

- d. Medical bills should be mailed to the address provided in c.1 above.

- e. Notify OWCP when the student returns to Job Corps.

Medical expenses are discontinued when a separated student is readmitted to Job Corps. Therefore, it is important that the center promptly notify OWCP when a student receiving OWCP benefits returns to Job Corps. Notification should be made by letter on the date of return. A copy of the letter should be placed in the student's health record.

- f. Manual forms CA-7 and CA-16 are available on the Job Corps Community website under Forms→Federal Employees' Compensation Act (FECA) Forms. OWCP-1500 (formerly HCFA-1500) is under Forms→Miscellaneous Forms.
- g. Refer to the attached sample Form CA-7 (Attachment A) and sample Form CA-16 (Attachment B) for guidance when filling out these forms.
- h. Attachment C is a flowchart that guides the SHIMS user through the SHIMS recordkeeping process.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.

- 5. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.

Attachments

- A – Sample Form CA-7
- B – Sample Form CA-16
- C – Workflow of Student Injury Recordkeeping