

December 3, 2009

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 09-27</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:**                LYNN A. INTREPIDI  
                          Interim National Director  
                          Office of Job Corps

**SUBJECT:**            Student Injury/Illness Claims, CA-1/CA-2, Notice of Traumatic  
                          Injury/Occupational Disease and Claim for Compensation

1.     Purpose. To inform all accident and injury record keepers that student injury claims, CA-1, Notice of Traumatic Injury and Claim for Compensation, which are now documented in the Safety and Health Information Management System (SHIMS), must not be forwarded to the Office of Workers' Compensation Programs (OWCP) unless the student has been medically separated (MSWR) from Job Corps.

2.     Background. Since the implementation of the Safety, Health, and Return-to-Employment (SHARE) Initiative, Job Corps has continually taken steps to increase its timeliness in filing Federal Employees' Compensation Act (FECA) CA-1 claims, as well as reduce the total case rate in part by reducing the number of erroneous claims forwarded to OWCP. In recent weeks there have been a number of instances in which Job Corps centers have forwarded CA-1s to OWCP even when the student was not medically separated from the program.

3.     Action.

- a.     Direct all questions regarding SHIMS and submission of student OWCP claims to Marsha Fitzhugh or Heather Edmonds in the National Office (see Inquiries section below).
- b.     All Job Corps center directors are to ensure that this Program Instruction is distributed to all SHIMS record keepers.
- c.     When completing the CA-1/CA-2 in SHIMS for a student who is medically separated due to an injury, save the electronic form until receiving approval from

the National Office of Job Corps to forward it to OWCP (status of the form indicates “Initiated as a working copy”).

**Note:** Sometimes a student is not medically separated for a period of time after an injury occurs. In these cases, the CA-1 is “filed in SHIMS” first. If a medical separation occurs at a later date, only then should the record keeper send an approval request.

- d. E-mail Marsha Fitzhugh at [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov) and copy (CC) Heather Edmonds at [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov) with the subject “OWCP Claim Approval Request.” In the body of the e-mail, include the SHIMS Internal Control Number (ICN), a short summary of where the injury occurred, the nature of the injury, and whether the student has been medically separated.
- e. Wait for an e-mail response from the National Office before forwarding the CA-1/CA-2 to OWCP. You will receive an approval within 1 business day of the request. **The time frame for submitting claims has not changed; all OWCP claims must be submitted within 7 calendar days of the supervisor’s notice of the injury.**
- f. Only upon approval, forward the form to OWCP via SHIMS. Print a copy of the e-mail/approval and attach it to the printed form, which is filed in the student’s medical folder.
- g. **Do not forward any CA-1/CA-2s if the student has not been medically separated due to injury.**

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).