

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 9-2009  
(Work First)**

**TO:** County Directors of Social Services  
**ATTENTION:** Work First Managers and Supervisors  
**SUBJECT:** Workers Compensation Coverage for Work Experience Participants  
**DATE:** September 30, 2009

**I. GENERAL INFORMATION**

Federal regulations require that all Work First participants in Work Experience be covered by a statewide workers compensation policy purchased by the North Carolina Division of Social Services. Effective September 1, 2009, the insurance carrier is Key Risk Management Services.

**II. IMPLEMENTATION INSTRUCTIONS**

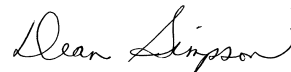
When an injury occurs at the work site, call Key Risk's toll free telephone number, 1-888-883-9568, to report the claim/injury. Under State law, it is mandatory that an accident report be submitted to the North Carolina Industrial Commission via the insurance carrier within five working days of the "employers'" knowledge of the accident. The policy number is **9005296** and the named insured is North Carolina Department of Health and Human Services, Division of Social Services.

Notify the Economic and Family Services Section by telephone at 919-334-1107 of all injuries /claims within five working days from the date the county department of social services learns of the accident. A copy of the Report of Injuries to Work First Participants in Work Experience log is mailed quarterly to the Economic and Family Services Section.

**III. EFFECTIVE DATE**

Report all accidents/claims occurring on or after September 1, 2009 to Key Risk Management Services. Reports and claims filed prior to September 1, 2009 will continue with Granite State- AIG until the carrier officially closes the claim. If you have questions, please contact your Work First Representative.

Sincerely,



Dean Simpson, Chief  
Economic and Family Services Section

Sherry Bradsher  
Jack Rogers  
Sarah Barham  
Hank Bowers  
Work First Local Support  
Local Business Liaisons