

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 6-2015
(Work First)**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers, and Supervisors

DATE: December 14, 2015

SUBJECT: Workers Compensation Policy Renewal

EFFECTIVE DATE: Upon Receipt

I. GENERAL INFORMATION

All Work First participants engaged in Work Experience and Community Service Activities are covered by a statewide workers compensation policy purchased by the North Carolina Division of Social Services. Key Risk Management Services will continue as the insurance carrier for coverage period 9/01/2015 through 9/01/2016.

II. IMPLEMENTATION INSTRUCTIONS

When an injury occurs to a Work Experience or Community Services participant contact Key Risk Management Services at 1-888-883-9568 to initiate the claims process. This should be done immediately but no later than five (5) business days from the date the county social services agency learns of the incident. The policy number is 992-444. The North Carolina Department of Health and Human Services, Division of Social Services is the insured agency.

In addition to initiating the claim with Key Risk, notify the Economic and Family Services Section/ Work First Policy at 919-527-6300 to report the incident and to provide the claim number. This should be done immediately but no later than five (5) business days from the date the county social services agency learns of the incident.

Use the Report of Injuries Log, DSS-5322, to list all injuries sustained by participants engaged in Community Service or Work Experience activities. Submit the log quarterly to the Division by the timelines identified on the log. It is not necessary to submit the log if there are not any injuries for the report period.

The healthcare providers, recommended by the insurance carrier, remain unchanged from premium year 2014-2015. The information is available upon request.

If there are questions, please email sharon.d.moore@dhhs.nc.gov.

Sincerely,



David Locklear, Chief
Economic and Family Services