

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 4-2014

Work First Program

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers, and Supervisors

DATE: SEPTEMBER 22, 2014

SUBJECT: Workers Compensation Policy Renewal

EFFECTIVE DATE: SEPTEMBER 1, 2014

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 9/01/2014 through 9/01/2015.

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 department of social services learns of the incident. The policy number is **992-000000-444114**. 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 department of social services learns of the incident.

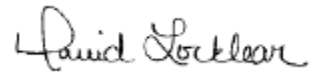
Use the Report of Injuries Log, [DSS-5322](#), to list all injuries sustained by participants engaged in Community Service or Work Experience activities. Submit the log quarterly to the Division by the timelines identified on the log. It is not necessary to submit the log if there are not any injuries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

The insurance carrier provides information regarding available healthcare providers in the event of an accident and other program information. Due to the nature of the

materials provided by the carrier, the information will be sent via courier services to the local department of social services. Incorporate these documents into your existing procedures.

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

Sincerely,

A handwritten signature in cursive script that reads "David Locklear".

David Locklear, Acting Chief
Economic and Family Services

DL/sm