

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 6-2011**

**(Work First)**

**TO:** County Directors of Social Services

**ATTENTION:** County Directors of Social Services  
Work First Managers and Supervisors

**DATE:** December 28, 2011

**SUBJECT:** Workers Compensation Insurance Coverage

**EFFECTIVE DATE:** Upon Receipt

**I. GENERAL INFORMATION**

The North Carolina Division of Social Services provides statewide workers compensation policy for all Work First participants engaged in Work Experience Activities. The Workers Compensation coverage for the period beginning 9/1/2011 through 8/30/2012 now provides coverage for Work First participants engaged in Community Services activities.

**II. IMPLEMENTATION INSTRUCTIONS**

Call Key Risk Management Services at 1-888-883-9568, to report when an injury occurs to a Work Experience or Community Services participant. Immediately report accidents to the insurance carrier but no later than five working days from the date the county department of social services learns of the accident. The Policy Number is 900-5296. The name insured is North Carolina Department of Health and Human Services, Division of Social Services.

In addition, notify the Economic and Family Services Section/ Work First at 919-334-1107 to report the accident and provide the claim number. This should be done immediately but no later than 5 working days from the date the county department of social services learns of the accident.

Submit the Report of Injuries Log (DSS-5322) as specified on the form. The log should list all injuries sustained by participants engaged in Community Service or Work Experience activities for the report period. Do not submit the log if there were not any injuries during the report period.

County staff will be notified when the updated forms (English and Spanish) are on the DHHS Online Publications website. An updated Worker Compensation Guide will be sent via terminal message. Please print this guide for use until the next revision to the Work First Manual.

Please contact your Work First Program Consultant if there are questions.

Sincerely,



Dean Simpson, Chief  
Economic and Family Services

cc: Sherry S. Bradsher  
Jack Rogers  
Kathy Sommese  
Hank Bowers  
Kevin Kelley  
Work First Program Consultants

Local Business Liaisons