



## **CHANGE NOTICE FOR MANUAL**

**DATE:** March 29, 2005

**MANUAL:** Work First

**CHANGE NO.:** 02-2005

**TO:** County Directors of Social Services

**EFFECTIVE April 1, 2005** make the following changes to the Work First Manual.

### **I. BACKGROUND**

The insurance carrier, St. Paul Fire and Marine Insurance Company, which provides Workers Compensation insurance coverage for Work Experience participants, has merged with Travelers Insurance Company. This has resulted in a change in the carriers' name and the claim's filing procedure.

### **II. SPECIFIC CHANGES**

Section 118 V D., the insurer's name has been updated and the policy number has been

changed.

Figure 2 within Section 118 V. D has been revised to reflect the changes in filing claims. All claims are to be filed by calling the carrier's Customer Service telephone number and following the telephone instructions.

### **III. IMPLEMENTATION INSTRUCTIONS**

Changes made to this section reflect current policy regarding Workers Compensation for Work Experience participants.

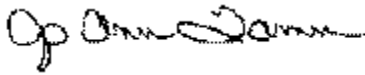
### **IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL**

| <b>Remove<br/>Section</b> | <b>Pages</b> | <b>Insert<br/>Section</b> | <b>Pages</b> |
|---------------------------|--------------|---------------------------|--------------|
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|     |              |     |              |
|-----|--------------|-----|--------------|
| 118 | 28           | 118 | 28           |
| 118 | Figure 2     | 118 | Figure 2     |
| 118 | Figures 4-10 | 118 | Figures 9-10 |

If you have any questions, please contact your Work First Representative.

Sincerely,



Jo Ann Lamm, Program Administrator

Family Support and Child Welfare Services

JAL/sdm

Attachments

[WF118f9.pdf](#)

[WF118f10.pdf](#)

[WF118.pdf](#)

[WF118f2.pdf](#)