

NOTICE ABOUT WORKERS' COMPENSATION COVERAGE

FOR INDIVIDUALS IN THE NH EMPLOYMENT PROGRAM'S (NHEP) WORK EXPERIENCE PROGRAM (WEP)

The Work Experience Program (WEP) helps NHEP participants gain real work experience.

People in the WEP activity will be in actual work settings. Every effort is made to make the NHEP WEP placement a safe and positive experience for both the participant and the Host Site. The WEP participant and the Host Site Supervisor both get this information about Workers' Compensation coverage from the Department of Health & Human Services (DHHS).

No matter how careful people are, accidents can still happen in the workplace. The NHEP must give Workers' Compensation coverage for its participants, per state law. If you are injured while working in an approved WEP placement, you may be able to get Workers' Compensation benefits.

This **Notice** gives you and the WEP Host Site Supervisor steps to follow if you are injured while working at a WEP placement.

NHEP WEP PARTICIPANT INSTRUCTIONS

IN ANY MEDICAL EMERGENCY, SEEK MEDICAL ATTENTION IMMEDIATELY!

If you are injured while working in a WEP placement, you must:

- ◆ Call the NHEP Representative as soon as possible.
- ◆ The NHEP Representative will decide if you are working in an approved WEP placement. Your Employability Plan describes your WEP placement. If your WEP placement is approved, you can begin the Workers' Compensation claim process.
- ◆ If you are working in an approved WEP placement when you are injured, the NHEP Representative will tell you to call the DHHS Workers' Compensation agent at **1-800-852-3345 ext. 9345**. He or she works for Human Resources (HR) at the DHHS.
- ◆ You must also complete, sign and return a DHHS form, *Notice of Accidental Injury or Occupational Illness*. You must add or attach your date of birth (DOB), home address and telephone number to this form. You must complete this form and return it within **48 HOURS** of calling the DHHS Workers' Compensation agent. Your NHEP Representative will help you get this form. It is on-line on the DHHS Knowledge Center, under: HR Information, Health/Safety and Wellness in the Workplace, Accident and Injury Reporting. This form is DHHS' record of the incident.

[Please Turn Over for More Information]

*NH DHHS, NH Employment Security, and NH Community Action Agencies are Equal Opportunity
Employers and comply with the American Disabilities Act. TTY Access: Relay NH 1-800-735-2964 or 711*

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WEP PARTICIPANT INSTRUCTIONS (cont.)

- ◆ If your injury needs medical care and you haven't gotten it yet, the DHHS Workers' Compensation agent will tell you to contact the Managed Care Facilitator. You **MUST** use the Managed Care Facilitator to get the Workers' Compensation benefits under the NHEP. The Managed Care Facilitator you **MUST** use is **LibertyNetWorks at 1-800-562-3936 ext 385**. You must tell them you are a WEP participant.
- ◆ If you already got medical care, you **MUST** still contact the DHHS Workers' Compensation agent at **1-800-852-3345 ext. 9345** for benefits. The DHHS Workers' Compensation agent will tell you to call **LibertyNetWorks**. You must tell them you are a WEP participant.
- ◆ Liberty Mutual will study all Workers' Compensation claims. They will decide if your claim will be approved. If you file a claim, a Liberty Mutual Claims Investigator/LibertyNetWorks Managed Care Facilitator will contact you.
- ◆ You **MUST** contact your NHEP Representative **AND** the WEP Host Site Supervisor immediately if an accident happens.

WEP PLACEMENT HOST SITE SUPERVISOR INSTRUCTIONS

IN ANY MEDICAL EMERGENCY, IMMEDIATELY SEEK MEDICAL ATTENTION FOR THE NHEP WEP PARTICIPANT!

If an NHEP WEP participant is injured while in a WEP placement, do the following:

- ◆ Contact the NHEP Representative as soon as possible. Phone numbers for the NHEP Representative and NHEP Field Support Manager (FSM) for your area of the state can be found on the NHEP Team Members Contact List that was given to you. If you have misplaced the NHEP Contact List, you may call the DFA Business & Industry Coordinator directly at 271-9320 for help.
- ◆ DHHS gives Workers' Compensation coverage to WEP participants in approved WEP placements. Although efforts were made to protect sponsors from liabilities, **WEP Hosts should still notify their legal counsel and general liability insurance carrier whenever there is an incident.**
- ◆ The Department of Health & Human Services will complete any Department of Labor forms necessary in the event of an incident.
- ◆ **Liberty Mutual** will study all Workers' Compensation claims to decide if the NHEP participant's claim will be allowed. If the NHEP participant files a Workers' Compensation claim, a **Liberty Mutual** Claims Investigator/**LibertyNetWorks** Managed Care Facilitator will contact you.