

Required DOE Forms to file for Workers' Compensation

| DOE Forms | When Filed | Who Gets It | Time Frame | Problems/Solutions |
|--|--|---|---|---|
| Comprehensive Injury Report - CIR | DOE policy states that you have 24 hours to report an injury to your supervisor. However, NYS law gives you 30 days. | School payroll secretary - Principal forwards to superintendent, who approves or disapproves. | Must be sent from school to superintendent within 24 hours of receipt by principal. Superintendent must approve and return within 5 working days | Problems if Timeline is not followed. Contact Chapter Leader/ District Representative. |
| DOE Occurrence Report | Filed by school secretary or designee. | DOE and a copy to you | Signed by principal and superintendent within 7 days. | Contact DR or WC Project 212-510-6460 |
| UFT Incident Report | If the victim of an assault, report this to UFT Victim Support within 24 hours or ASAP. | UFT Safety and Health/Victim Support Program | Information of an assault should be faxed/phoned to the UFT Victim Support immediately or ASAP following an injury. | Contact DR or Victim Support 212-598-6853 |
| WCD- 23 Employee's Notice of Injury | File within 10 days of injury | Payroll Secretary | Within 10 days - school should send out along with C-2 form. | Contact DR or WC Project 212-510-6460 |
| OP 198 Application for Excuse of Absence for Personal Illness | File right after injury. Must be accompanied by doctor's note stating dates. | Payroll Secretary | A Principal has 10 days to Acknowledge the Leave application and approve/deny the first 5 days, if there is no Acknowledgement/determination after the 10 day timeframe, SOLAS will auto-Acknowledge and approve. | Contact DR or WC Project 212-510-6460 |
| Leave of Absence Form* | Filed for extended days out or, after CAR days are exhausted. | Via the Self-Service Online Leaves Application System - SOLAS | Upon doctor's evaluation for time off. | This form should be submitted along with an EB-1054 to retain you major medical insurance. |

- for periods beyond 5 days (**OP 198**) , use time from CAR, once CAR days are expired – and if you will be out for longer, file Leave of Absence via SOLAS.

- **Leave of Absence Form/EB1054** – Once submitted and approved you will be removed from payroll unless you opted for payments from CAR via a DP2002 form. WC will compensate for wage replacement.

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| C-2 Employer's Report | Filed by school - when medical treatment is required. | New York City Law Department (insurance carrier)/Workers' Comp Board | Sent with WCD-23 by school within 10 days after an accident occurs. | If school does not file Contact DR |
| C-3 Employee's Claim | Filed with the help of an attorney if needed (after medical documentation) | Workers' Comp Board | File ASAP You have the option to file up to 2 years after date of injury. | Contact Attorney (if you have one) or WC Project 212-510-6460 |
| C-4 Physician's Report | Filed by WC doctor. | Workers' Comp Board | 48 Hr. Initial 15 Day Initial 45 Day Progress | Contact Attorney (if you have one) or WC Project 212-510-6460 |
| C-257 Expense Reimbursement Form | Filed with doctor's help describing out of pocket expenses. | NYC Law Dept. | Sent with receipt | Contact NYC Law Dept. (718) 222-5100. |

C-2:

Secretaries must:

1. Log the incident into OORS
2. Review the CIR fact sheet, C2, DP2002 and Written Statement for signatures and determination
3. **Document C2 in Payroll Portal**
4. Verify timekeeping in SOLAS
5. Upload documents to SOLAS (C2, CIR, DP2002, and Written Statement)

Notes:

1800-877-1373 For WCB# and questions regarding Workers' Comp Board.

1800-781-2362 For listing of WC doctors.

1718-222-5100 NYC Law Department (they are the Insurance Carrier for DOE) school should submit C-2 via the DoE Payroll Portal to the DoE Workers' Compensation Unit - Attn: **Carmen Galarza**.