



North Carolina Department of Health and Human Services Division of Social Services

2420 Mail Service Center • Raleigh, North Carolina 27699-2420

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

December 1, 2009

Dear County Directors of Social Services

Attention: Work First Program Managers and Supervisors
Food and Nutrition Services Managers and Supervisors

Re: Workers Compensation Coverage

The Division of Social Services purchases workers compensation coverage for Work First Program participants in Work Experience and Food and Nutrition Services Work Fare participants. Effective September 1, 2009 the insurance carrier became Key Risk Management Services. The policy number is 900-5296 and the named insured is North Carolina Department of Health and Human Services- Division of Social Services.

Key Risk Management Services provided the following information, which will be mailed shortly to each agency:

- Reporting Procedures
- NC Workplace Laws: Notice to Employees (English and Spanish)
- Panel Poster of Key Risk contracted Healthcare Providers (county specific)

Please share this information with work site sponsors. Key Risk also requested a Workers Compensation Fraud Notice ([DSS-5321](#)) be given to each Work Fare or Work Experience participant. Please contact the applicable Program Representative if there are questions.

Sincerely,

A handwritten signature in cursive script that reads "Dean Simpson".

Dean Simpson, Chief
Economic and Family Services Section

DS/sm
EFS-WF-37-2009