



State of West Virginia Workers' Compensation Program

The State of West Virginia offers a program that assists participants in acquiring the general skills, training, knowledge, and work habits necessary to obtain employment. This program is offered by WV DHHR and is called the Community Work Experience Program (CWEP). Participants of the program are placed in participating federal, state or non-profit agencies.

If your agency participates in this program and provides work assistance for the participants of the CWEP, for workers' compensation purposes you **must** report the participants as employees. As an employee of your agency, you must track their hours and job functions and report "similar wages" as payroll in your premium calculation. Similar wages are wages that you would pay any employee doing the type of work or job function as the participants. For more information in obtaining on similar wages, please see the U.S. Department of Labor webpage here: http://www.bls.gov/oes/current/oes_wv.htm. These records **must** be maintained and available to our workers' compensation carrier and plan administrator (OIC).

If a claim should occur for the participants while working for your agency, you are responsible for reporting the claim timely using the same claims process, including site location and job function, as you would for any agency employee.

Claims from this program will be covered under our workers' compensation policy written by Encova Insurance Company. However, it is your responsibility to ensure your premium calculation includes the similar wages of the participants and the proper filing of claims, if any, during the course of your participation in the CWEP.

If you have any questions about this process or the program, please contact Tom Judy at 304-414-8489.

Thank you!