



Oregon

John A. Kitzhaber, MD, Governor

Department of Consumer and Business Services
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BULLETIN NO. 189 (Revised) Feb. 21, 2012

To: Workers' compensation insurers, self-insured employers, self-insured employer groups, service companies, and vocational rehabilitation organizations

Subject: Preferred Worker Program, Oregon Administrative Rules (OAR) 436-110

This bulletin describes the types of assistance available through the Preferred Worker Program and how to use the attached forms to request assistance. The Workers' Compensation Division (division) is revising this bulletin to provide revised Forms 2968 and 4875. The division did not make changes to the other forms associated with this bulletin. This bulletin replaces Bulletin 189 dated May 27, 2011.

1. PREFERRED WORKER PROGRAM INTRODUCTION

The Preferred Worker Program (program) promotes re-employment of qualified Oregon workers called preferred workers. Preferred workers can offer Oregon employers a chance to save money by hiring them. Some of the benefits of the program are premium exemption, claim cost reimbursement, wage subsidy, worksite modification, worksite creation, and a variety of other purchases. You can find eligibility requirements for the program and requirements for requesting assistance and reimbursement in Oregon Administrative Rules 436-110.

2. FORMS

You can download the forms described below in pdf or Microsoft Word® format from the division's website: www.wcd.oregon.gov/policy/bulletins/forms.html. Mail, fax, or deliver the forms to the division at the contact information listed at the end of this bulletin.

Preferred Worker Wage Subsidy Agreement, Form 2190: This form is a written agreement between the worker, employer, and the division that gives the conditions under which the program will reimburse the employer a portion of the worker's wages for a specific period. The worker and employer need to complete the *Wage Subsidy Agreement* and send it to the division for consideration.

Preferred Worker Program Wage Subsidy Reimbursement Request, Form 2968: When the division approves the wage subsidy, the division will send the employer one copy of this form. The employer should make enough copies of the form to cover the duration of the wage subsidy. To receive reimbursement, the employer must complete the form, attach the required payroll documentation, and submit it to the division. The employer must submit the request within one year of the agreement end date or reimbursement will not be allowed.

Preferred Worker Employment Purchase Agreement, Form 2350: This form is a written agreement between the worker and the division. This agreement gives the conditions under which the program will reimburse monies paid, or authorize funds, for assistance necessary for the worker to accept a job or continue employment. The worker and employer must complete the form and send it to the division for consideration.

Preferred Worker Moving Assistance Agreement, Form 3293: Use this form to request moving assistance. The worker must complete and sign the form and send it to the division for consideration. The employer's signature is not required on this form.

Preferred Worker Worksite Creation Agreement, Form 4122: Use this form to request necessary equipment, furnishings, or other things the employer needs to create a new job for a preferred worker. The employer and worker need to complete and sign this form and send it to the division.

Preferred Worker Placement Assistance Agreement, Form 4875: This form is a written request, initiated by the worker, and serves as an agreement between the worker and a vocational provider. The form also verifies that the worker authorizes use of his or her preferred worker benefits for placement services.

Preferred Worker Program Quarterly Claim Cost Reimbursement Request, Form 3014: The insurer must use this form to request claim cost reimbursement. The insurer must complete each column and submit the form to the division's Compliance Section, Benefits and Certification Unit.

Requesting reimbursement for approved employment purchases and worksite modifications: No form is required to request reimbursement of employment purchases and worksite modifications. The person requesting reimbursement must send the division a legible copy of an invoice, copy of a canceled check, voucher number, or receipt that indicates they have paid for the items. Submit all reimbursement requests to the division within one year of the agreement end date. All requests must include the preferred worker's name and the name of the person making the request.

If you have questions about, or requests for, re-employment assistance contact the Preferred Worker Program at one of the telephone numbers, fax numbers, or addresses listed below.

For the Salem office call 503-947-7588, toll-free 800-445-3948, or fax 503-947-7581.

For the Medford office call 541-776-6032, toll-free 800-696-7161, or fax 541-776-6022.

Or write the Preferred Worker Program, 350 Winter St NE, P.O. Box 14480, Salem, Oregon 97309-0405; or 1840 Barnett Road, Suite C, Medford, Oregon 97504-8293.

Preferred Worker Program rules and forms are available on the Workers' Compensation Division's website: www.wcd.oregon.gov.

/s/ John L. Shilts

John L. Shilts, Administrator
Workers' Compensation Division

Attachments: Form 440-2190 Wage Subsidy Agreement (Rev. 5/11)
Form 440-2350 Employment Purchase Agreement (Rev. 5/11)
Form 440-2968 Wage Subsidy Reimbursement Request (Rev. 2/12)
Form 440-3014 Claim Cost Reimbursement Request (Rev. 12/07)
Form 440-3293 Moving Assistance Agreement (Rev. 5/11)
Form 440-4122 Worksite Creation Agreement (Rev. 5/11)
Form 440-4875 Placement Assistance Agreement (Rev. 2/12)

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