



The Division of Financial Operations  
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**PROCEDURES FOR FILING A WORKERS' COMPENSATION CLAIM FOR  
NON-PEDAGOGICAL TITLES**

As mandated by NY State Law, all work related accidents must be reported to the respective employer immediately. Forms and instructions for submitting Workers' Compensation (WC) claims may be found on [DOE's Workers' Compensation website](#).

If you require assistance with a particular case, please contact the following DOE WC staff:

**Last Name Ending**

**in A-G**

Shameka Robinson

**in H-M**

Chantrea Wright

**in N-S**

Natalie Hughes

**in T-Z**

Annie Hinton

**Refer to the following procedures when filing a WC claim:**

Immediately provide employee with the "Claimant Information Packet". Once completed, submit the "Employers Report of a Work-Related Injury/Illness" (C2 form) electronically to the DOE WC Unit. C2 must be filed within 10 days from date of accident before penalties are imposed.

Mail a copy of the C2 form and all relevant forms to The City of New York Law Department, Workers Compensation Division, 350 Jay Street, 9th floor, Brooklyn, NY 11201. The C2 form must be submitted to the Law Dept within 10 days of the date of the accident; however the State WC Board will accept the C2 form up to 2 years from the date of accident. The Law Dept will mail to the employee his/her carrier case number. Forward to the Law Dept all medical expenses relating to the accident.

Date of the accident is a regular paid day. The employee is entitled to the next five consecutive working days as non-chargeable days pending approval of the OP198/PD 19 form. For any subsequent absences; the employee has the option to either use his/her accruals or go on a leave of absence without pay. Leave of absence applications are to be submitted to HR Connect along with a copy of the C2 form. Restorations and wage reimbursements will be awarded at the rate to be determined by the WC Board. All absences must be reported to the WC unit.