

Necessary DOE Forms to file for Paraprofessionals

DOE Forms	When Filed	Who Gets It	Time Frame	Problems/Solutions
Comprehensive Injury/Accident Report	DOE policy states that you have 24 hours to report an injury to your supervisor, but by NYS law you have 30 days.	Principal forwards to superintendent, who approves or disapproves and returns it to the school payroll secretary	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.	DOE	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 the UFT Victim Support within 24 hours or ASAP.	UFT Chapter Leader/ Victim Support	Information of 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 within 5 days. Must be accompanied by doctor's note stating dates.	Payroll Secretary	Immediately - this form is needed to cover up to the first 5 consecutive days you are out.	Contact DR or WC Project 212-510-6460
OP 200 Assignment Legal Form	File within 7 days	Payroll Secretary	Needs to be <i>Notarized</i> .	Contact DR or WC Project 212-510-6460
Leave of Absence Form *	Filed after CAR days are used up and member will be out for a long time.	Payroll Secretary	Requested from school secretary.	Once this form is submitted, secretary must also fill out and submit an EB-1054 .

- If out for more than 5 days (**OP 198**) then tell Payroll Secretary to use time from CAR bank, once CAR bank is empty and if para is going to be out for a while, file Leave of Absence form.
- **Leave of Absence Form** — Once the form is filed it will stop the school from paying, because WC is compensating for your salary. It is filed to protect the medical benefits for up to a year, and is done on case by case basis; ask school secretary if it is necessary first.

Necessary Workers' Comp forms to file

Workers' Comp Forms	When Filed	Who Gets It	Time Frame	Problems/ Solutions
C-2 Employer's Report	Filed by school when there is lost time OR when medical treatment is received.	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) 222-2182.

Notes:

1-800-877-1373 For WCB# and questions regarding Workers' Comp Board.

1-800-781-2362 For listing of WC doctors.

1718-222-2103 NYC Law Department (they are the Insurance Carrier for DOE)

school fax C-2 to: **718-222-2391**.