

**MEMORANDUM**

**DATE:** July 7, 2022

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Keantha B. Moore, Interim Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

**SUBJECT:** Workers' Compensation Coverage

Florida law requires the Florida Department of Economic Opportunity (DEO) to provide workers' compensation coverage for adults and youth participating in work experience programs. Section 445.009(11), Florida Statutes states:

*A participant in an adult or youth work experience activity administered under this chapter shall be deemed an employee of the state for purposes of workers' compensation coverage. In determining the average weekly wage, all remuneration received from the employer shall be considered a gratuity and the participant is not entitled to any benefits otherwise payable under Florida Statutes Section 440.15, regardless of whether the participant may be receiving wages and remuneration from other employment with another employer and regardless of his or her future wage-earning capacity.*

DEO provides Local Workforce Development Boards (LWDBs) an updated Certificate of Coverage each year. The attached certificate is valid through July 1, 2023.

AmeriSys is the state's workers' compensation coverage provider. To report a work-related injury, participants should call AmeriSys at 1-800-455-2079. The participant will be asked to provide a four-digit code to identify the program area of the injured participant. The four-digit code for any WIOA participant is 2306. The four-digit code for Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) participants is 2305.

LWDBs must track the number of participants and the number of hours that each participant is engaged in a work experience activity for which workers' compensation coverage is required. LWDBs must report work experience hours for WIOA participants to DEO at [WIOA@DEO.MyFlorida.com](mailto:WIOA@DEO.MyFlorida.com) by August 15, 2022, for the most recent state fiscal year ending June 30, 2022. LWDBs can either report the number of participants and number of hours for each program (WIOA Youth, Adult or Dislocated Worker) or just report the total number of hours. Note: Hours for SNAP and TANF participants are recorded in the One-Stop Service Tracking (OSST) system; therefore, LWDBs are not required to report this information to DEO.

DEO is required to report this information to the Division of Risk Management. The Division of Risk Management converts hours worked into full-time equivalents (FTEs) and then uses that number, in addition to an “experience” or “claims history” element, by location code, to equitably distribute the cost of DEO’s workers’ compensation premium.

LWDBs should include the information from this memorandum in their Local Operating Procedures and worksite agreements with work experience providers, as appropriate.

If you have any questions regarding this memorandum, please contact the WIOA Program Team at [WIOA@DEO.MyFlorida.com](mailto:WIOA@DEO.MyFlorida.com).

KBM/omy

Attachment: [Workers Compensation Certificate of Coverage](#)

cc: Dee Robinson  
Charles Williams  
Isabelle Potts  
Christa Nelson  
Lisa Simpson