

INFORMATION FOR SELF-INSURED EMPLOYERS

K-WC 1441 (Rev. 5-19)

K.S.A. 44-5, 101(7)(b) provides “No policy or contract of workers compensation insurance, no self-insurance permit, and no renewal of any such policy, contract or permit shall be issued or delivered to an employer of this state unless a copy of the materials prescribed pursuant to subsection (a) accompanies the policy, contract, permit or renewal certificate.”

In compliance with K.S.A. 44-5, 101 and K.A.R. 51-13-1, enclosed for your use are materials identified as follows:

- A. K-WC 25 *Employers’ and Employees’ Handbook*
- B. K-WC 250 *Employers’ and Employees’ Handbook* (Spanish version)
- C. K-WC 27 *Important Information for Injured Employees*
- D. K-WC 270 *Important Information for Injured Employees* (Spanish version)
- E. K-WC 40 *Posting Notice* (Must be posted; advises employees of Workers Compensation Act.)

K.S.A. 44-5, 102 provides, “(a) immediately on receiving notice of injury to or death of an employee, the employer shall mail or deliver to the employee or legal beneficiary a clear and concise description of:

1. the benefits available under the Workers Compensation Act;
2. the process to be followed in making a claim for benefits;
3. the identification of the person, firm or organization directly responsible for responding to and processing a claim for workers compensation benefits;
4. the responsibilities of the self-insured employer, insurance company or group-funded self-insurance plan;
5. the assistance available from the office of the Director of Workers Compensation; and
6. the address and a toll-free telephone number that will facilitate access to the assistance available from the director’s office.”

In order to facilitate notification to the employees, items “C” and “D” above have been prepared for distribution. Regulation 51-13-1 mandates that employers operating under the Workers Compensation Act shall **post notices advising employees what to do in case of injury**. Item “E” is this notice.

Additional copies of each of the listed forms are available online at <http://www.dol.ks.gov/WC/frmpub2.html> under *Employers & Employees*.

You have the option to reproduce the material; ***however, the text of the forms shall not be changed.***