



FOR BROKERS



Exceptional Service. Long-Term Stability.



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Workers' Compensation for Municipalities



Program Sponsors



Program Administrator



Exceptional Service. Long Term Stability.

When a municipality joins the Comp Alliance, it gets the tools needed to keep its employees safe and successfully manage its workers' compensation costs. Our in-house professional risk managers are organized by region so that a loss control representative is always close by to assist our members. We encourage our members to assume leadership by promoting safety in the workplace. We provide educational training programs to help our members reduce the number of workplace injuries.

The Comp Alliance shows appreciation for our members who contribute to our continued success. We offer multiple award programs such as our Loyalty Award that distributes a portion of our surplus to our devoted members. Our Safe Workplace Award is allocated to members who take a proactive approach to maintaining safe workplaces and preventing injuries.

Advantages of Membership

- ✓ Stable, affordable funding contributions with optional multi-year fixed cost options and no payroll audits
- ✓ Safe Workplace and Loyalty Award programs have returned in excess of \$2M in 2022 to members
- ✓ Flexible training options and safety resources
- ✓ Personalized claims management and online claims portal
- ✓ Active management and investigation of fraudulent claims

For more information or a quote please contact

Aaron Reader

Vice President of Member Services

866-697-7665

www.compalliance.org

areader@wrightinsurance.com

Workers' Compensation for NYS Schools



When a School District joins the Comp Alliance, it gets the tools needed to keep its employees safe and successfully manage its workers' compensation costs. Our in-house professional risk managers are organized by region so that a loss control representative is always close by to assist our members. We encourage our members to assume leadership by promoting safety in the workplace. We provide educational training programs to help our members reduce the number of workplace injuries.

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Meet Our Program Partners



Exceptional Service. Long-Term Stability.



The success of the Comp Alliance can be attributed to our partnerships with The Association of Towns of the State of New York, The New York State Conference of Mayors, and Wright Risk Management. Our partners participate in the governance and management of the Comp Alliance, ensuring that we stay true to our mission and remain the preeminent workers' compensation program for New York State's municipalities and schools.



The Association of Towns of the State of New York was established in 1933 to help towns obtain greater economy and efficiency. The Association serves town governments by providing training programs, research and information services, technical assistance, legal services, insurance programs and a variety of publications to member towns.

From inception, membership support has been strong and has grown to over 97% of all towns. The Association staffing has evolved over the years to meet member needs and now includes attorneys and professionals with experience in town government, the State Legislature and State agencies. The Association's library and computer systems house vast amounts of information on State and local governments, including fiscal and census data, and membership information for more than 20,000 town officials!



Wright Risk Management (WRM) has been the program manager of the Comp Alliance since 1994, when it partnered with the Association of Towns to create a workers' compensation program to meet the unique needs of New York's municipalities and schools. WRM is licensed by the New York State Workers' Compensation Board to represent self-insured programs, and its current list of public sector clients includes over 700 municipalities and school districts in New York State.

WRM specializes and focuses on the insurance needs of New York State schools and municipalities to provide unparalleled service to clients and adapts services to meet the challenges that are unique to our clients.



At the beginning of the 20th century, "state municipal leagues" began to be formed to give general support to municipal officials in each state, serving as a way to improve local government by facilitating cooperation, the exchange of information and ideas on best practices, and the discussion of new solutions to common municipal problems. NYCOM opened its membership to village governments in 1924, and eventually changed the basis of membership from solely the mayor to the entire municipal government.

Then, as now, NYCOM's mission is to serve as:

- A powerful advocate for city and village governments and their taxpayers before the state's Legislative, Executive and Judicial branches of government;
- A readily accessible source of practical information touching upon every area of municipal activity; and
- The preeminent provider of training for local government officials. Through membership in NYCOM, New York's cities and villages are better able to provide essential services in the most cost effective manner.

For more information on our program partners please contact:

Aaron Reader

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No Year-End Premium Payroll Audit



Exceptional Service. Long Term Stability.



No Year-End Premium Payroll Audits



Premium payroll audits can be used by other workers' compensation programs and insurance carriers after a policy expires to confirm your payrolls during the year. This can lead to additional charges after your policy and budget period have passed.



With the Comp Alliance, we do not audit your payroll to adjust your cost for the year.



The predictability of cost with no audit adjustment helps with budget predictability!

Call now and find out why no payroll audits are only one of the reasons to join!

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Safety Source

Safety Source provides program members with a library of more than 850 safety training videos. The videos are effective, easy to understand, and designed to enhance or supplement your in-house safety initiatives and training programs.

Safety Source's video library enhances the offerings currently provided through the Comp Alliance Academy. The following are examples of some of the additional topics from Safety Source.

- ✓ Chain Saw Safety
- ✓ Reasonable Suspicion
- ✓ Bucket and Dump Truck Operation
- ✓ Emergency Preparedness and Response
- ✓ Fire Extinguisher Training
- ✓ Confined Space Entry
- ✓ And countless others

The Comp Alliance routinely notifies members about popular safety topics to complement your existing training program.



To register for access and begin utilizing this diverse video library please send your registration request to rblaisdell@wrightinsurance.com.

To receive login information and access instructions please contact us today!

Robert Blaisdell

Director of Loss Control

 www.compalliance.org

 518-330-8591

 rblaisdell@wrightinsurance.com

Minimize Claims Cost



Exceptional Service. Long Term Stability.



Minimize Claim Frequency

Establishment of a Safety Committee

Safety committees are a proven way to create a culture of safety within your organization. A safer work environment can reduce direct and indirect costs.

Annual Inspection

Our loss control experts perform a non-intrusive annual inspection of your facilities and make recommendations to increase safety in the workplace.

Safety Training

We have a customized library with dozens of safety topics and videos as well as access to over 850 topical videos through our partnership with Safety Source.

Minimize Claims Cost

Treatment and Care

To ensure employees are being cared for, we supply Employee ID Cards, First-Fill Pharmacy Cards, and step-by-step instruction to help guide injured workers through the claim process and back to work.

Investigation, Surveillance, and Subrogation

The Comp Alliance works with municipalities to investigate suspicions of workers' compensation fraud and pursue third party liability when available.

Return-to-Work Program

Our return-to-work program reduces workers' compensation claim costs by getting the injured employee back into the workforce.

Contact us to see how we can help reduce your claims cost.

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Stability Flexible Options



Exceptional Service. Long Term Stability.

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1 Year Plan

- traditional
- established

2 Year Plan

- greater stability
- peace of mind
- cost predictability = ease of budgeting

3 Year Plan

- longer term cost predictability = optimal stability
- limited eligibility (speak to Comp Alliance Rep.)

Member's Choice

Providing Comp Alliance members with flexible options and the opportunity to design a plan term that is tailored to your needs!

1 Year Membership

Member joins the Comp Alliance for 12 months. Funding contribution is based on rates, loss experience, and projected payroll for the 12-month period of membership. Most common, traditional option. No payroll audit.

2 Year Membership

Member joins the Comp Alliance for 24 months. Funding contribution is based on rates, loss experience, and projected payroll for the 24-month period of membership. Provides multi-year stability and predictability. No payroll audit.

3 Year Membership

Member joins the Comp Alliance for 36 months. Funding contribution is based on rates, loss experience, and projected payroll for the 36-month period of membership. Provides multi-year stability and predictability. No payroll audit. Eligibility is limited, so please contact a Comp Alliance marketing representative for additional details.

For more information or to explore any of these great options, please contact us today!

Aaron Reader

Vice President of Member Services

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Common Topics Available for Loss Control Training

Bloodborne Pathogens

Chainsaw Safety

Confined Space Entry

Driver Safety

Electrical Safety: Lockout/Tagout

Ergonomics

- Back Safety
- Safe Lifting
- Repetitive Motion

Excavation, Trenching & Shoring Safety

Fall Protection

Flagger Safety

Hazard Communication and Right-to-Know

HAZWOPER Awareness

Ladder Safety

Personal Protective Equipment

Slip, Trip, and Fall Prevention

Stress in the Workplace

Sun Safety

Woodchipper Safety

Work Zone Set-up

Workplace Violence



For more information or to explore any of these great options, please contact us today!

Robert Blaisdell

Director of Loss Control



Safe Workplace Award

The Safe Workplace Award Program benefits Comp Alliance members by providing a monetary incentive for members to take a proactive approach to maintaining safe workplaces and preventing injuries. Members who qualify for the awards will not only receive a direct benefit through the award, but will also stand to benefit from the improvement in their loss experience and reduced rates expected to result from fewer losses.

The way it works is simple:

- Six months after the policy period, current members' losses during the prior policy year will be evaluated.
- Members with excellent loss experience during the previous policy year will be eligible for a monetary award.
- The Safe Workplace Award is distributed based on renewal date with disbursements made to qualifying members for loss performance annually going back to 2019.



As we are always careful not to compromise the fiscal integrity of the Comp Alliance, Safe Workplace Awards are subject to annual appropriation by the Comp Alliance Board of Trustees based on review of its financial condition and are not guaranteed.

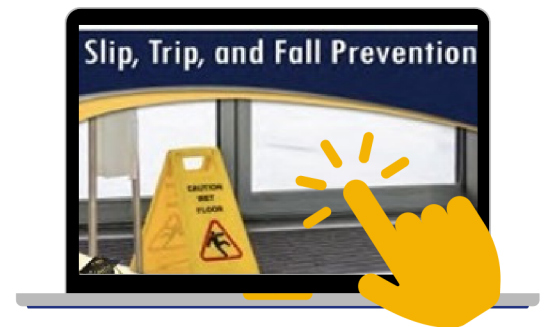
For more information on this award, please get in touch with us today!

Aaron Reader

Vice President of Member Services



Comp Alliance Exclusive Online Safety Resource and Training Center



Through the Comp Academy the following resources are now available

- Training courses that include safety flyers, posters, presentations, quizzes, and completion certificates on a variety of topics
- Safety culture toolbox talks
- Expanded library of safety training videos
- Pre-recorded webinars on safety topics that can be viewed on demand
- Videos of state-mandated public employee training topics (workplace violence, bloodborne pathogen, right-to-know, and HAZWOPER)
- Access to Safety Source video library with over 850 safety training videos
- The Comp Academy online safety resource center is just one more way that the Comp Alliance helps members reduce their risk exposure and control their workers' compensation costs.

Register today by visiting www.compalliance.org.

Robert Blaisdell
Director of Loss Control

Risk Management Services



Exceptional Service. Long Term Stability.

We do more than just pay claims. The risk management specialists at the Comp Alliance will work with you to develop long-term solutions to reduce your workers' compensation exposure.



In the past five years, the program has had over a 98% member retention rate, a testament to the exceptional, on-staff risk management employees dedicated to the Comp Alliance.

These Risk Management Member Services Include:

✓ On-Site Evaluations

- Interview Key Personnel and Department Heads
- Loss/Claims Review
- Inspections of Main Facilities
- Hazard Identification with Remediation Methods
- Personalized Recommendations for Improved Safety

✓ WCA Safety Training (Virtual Training)

- Slip/Fall Prevention
- Personal Protective Equipment
- Hazard Communication/Right-to-Know
- Lockout/Tagout
- Bloodborne Pathogen
- Chainsaw Safety
- Excavation/Trenching Safety
- Driver Safety
- Workplace Violence Prevention
- Confined Space Awareness
- HAZWOPER Awareness

✓ Risk Management Service Tools

- Onsite, Virtual and Online Safety Awareness Training
- Safety Webinars
- Regional Safety Training
- Accident/Employee Injury Review Training

✓ Ongoing Consultative Service Visits

- Safety Committee Development/Participation
- Board Meeting/Department Head Meeting Participation

✓ Other Services

- Online Member Safety Resource Center
- Safety Bulletins and E-News
- High Experience Modification Review and Consultation



For more information or to explore any of these great options, please contact us today!

Robert Blaisdell
Director of Loss Control

518-330-8591

www.compalliance.org

rblaisdell@wrightinsurance.com

Workers' Comp Claim Reporting

When an accident occurs, it is one of your primary responsibilities to report it as soon as possible. Industry studies have shown that claims reported five days or later after they occur can cost 15% more for income replacement and medical than those that had been reported timely.

The Comp Alliance has a claim reporting portal that you can sign up for at www.compalliance.org. You will be able to report and monitor claim status and receive an immediate claim number upon initial submission.

We also have a dedicated email address for emailing first reports to us. Please email your completed First Report of Injury (C-2F) to us at wcreporting@wrightinsurance.com.

The Comp Alliance has a dedicated, toll free claims reporting fax for you to use to report your claim. You can fax your completed First Report of Injury (C-2F) to us at (877)-567-5730. This fax is solely used for our members to report losses and should not be given out to injured employees or medical providers.

Telephonic reporting services can also be arranged for your convenience. Please contact Maria Luciano at 516-357-4135 for any inquiries pertaining to this service.

**If you have an accident that involves serious/catastrophic injuries,
please call us immediately.**



Comp Alliance members can receive login credentials, more information and access instructions by contacting us today!

Maria Luciano

Workers' Compensation Claims Manager

 516-357-4135

 www.compalliance.org

 mluciano@wrightinsurance.com



Steps for Timely Claim Reporting

- ☐ Confirm facts of the accident with the injured worker's supervisor.
- ☐ Determine return-to-work status. Will the claimant be out of work?
- ☐ Obtain medical treatment information.
- ☐ File a claim choosing one of the options below:
 - Use ATS RMIS (Risk Management Information Systems) Portal. Reporting by portal will allow you to receive a claim number instantly.
 - Complete the fillable C-2F and fax 516-794-5254.
 - Complete the fillable C-2F and email wcreporting@wrightinsurance.com.

If you are not enrolled in the portal program, please contact Maria Luciano at 516-357-4135.
- ☐ Once received, please share the claim number with the injured worker so medical treatment may be obtained.
- ☐ Any additional forms (C-11, C-240, and C-107) requested by WRM should be returned as soon as possible.

The employer may be penalized by the WCB if the claim or any subsequent forms are not filed timely with WRM.

Comp Alliance members can receive login credentials, more information and access instructions by contacting us today!

Maria Luciano

Workers' Compensation Claims Manager

Claim Handling Protocols



Program Sponsors



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Taking Care of the Employee

1. When an accident occurs, the first step is to assess the injury and seek the necessary medical treatment or first aid. Employee well-being is the priority, and information gathering is secondary.
2. We have provided you with Workers' Compensation ID Cards to give your employees to present to their treating physician. This helps make your employee's medical provider aware that this is a workers' compensation claim and that fees must be billed at the applicable fee schedule and bills should be forwarded directly to the Comp Alliance for processing. Each employee should have one of these cards and they should present to the medical facility if they require treatment.
3. A supply of Instant Fill Prescription Cards was sent to you when you joined the Alliance, which you may hand to employees who have been injured and who may need a prescription as part of their treatment. The card may be used by the employee even if the claim has not been reported yet, and will advise the pharmacy about billing (it is not a substitute for a prescription). We recommend that only site supervisors or Department Heads be given a supply of these cards, to be handed out as necessary as an injury arises. This will provide the employee the ability to get an initial prescription filled on the day of the accident before they have any claim information, as it may not have been filed yet.

Filing the Claim

4. Once the employee is situated, start gathering the information necessary to complete the initial incident report. Gather as much information as possible, in accordance with your local rules or policies on investigations. We recommend completing an internal incident report. We are able to provide a generic template if you do not have one. We also recommend completing "near miss" incident reports to help identify situations which might cause an injury in the future. This can help prevent claims!
5. Your internal incident report should have most of the information you will need to complete a C-2F (Employer's Report of Accident). A copy of this form is attached. This information should include all the personal information about the injured party (name, home address, employment status etc). Additionally, you will want to gather all the information about the incident and extent of the injury. It is important to be as specific as possible in your investigation, including injury descriptors such as the injured body part, type of injury etc. Witnesses should be interviewed, and their contact information maintained to be shared with us.
6. We ask that all incidents resulting in an employee injury be reported to us. If you are in doubt about whether to report (only first aid was required and employee quickly back to work), please call Maria Luciano at 516-357-4135 to discuss.
7. You should prepare the C-2F (Employer's report of accident) and forward the original to the New York State Municipal Workers' Compensation Alliance (Comp Alliance) via one of the three methods discussed previously on the flip side of this sheet. (Claim Portal, Email or Fax). An electronic copy of the C-2F is available from us, and paper copies have been provided in your startup kit. The Comp Alliance will review the C-2F and determine whether it is necessary to file the claim with the Workers' Compensation Board (WCB), based on the Workers' Compensation Law. Using our template, helps you as much of the information will be pre-filled. See Appendix A for a list of information needed to complete a C-2F along with a Blank C-2F with highlighted fields.
8. Once the claim is filed with us, our adjuster will reach out to you and the injured worker and will walk everyone through the claim process. Any additional forms will be provided. Let us know if you have any questions.

Comp Alliance members can receive login credentials, more information and access instructions by contacting us today!

Maria Luciano

Workers' Compensation Claims Manager

☎ 516-357-4135

🌐 www.compalliance.org

✉ mluciano@wrightinsurance.com



Instructions for Completing the C-2F by Page

Page One:

At the top of the form, you do not need to complete the blanks for the WCB Case Number (JCN) or the Claim Administrator Claim Number. Those are assigned after the claim is submitted.

Insurer/Claim Administrator Section should be prefilled, but in case it is not, the information is:

Insurer Name: Wright Risk Management Insurer ID: W848139

Insurer: Workers Compensation Alliance

Info/Attn: Workers Compensation Claim Dept.

Address: 900 Stewart Avenue Suite 600

City: Garden City State: NY

Postal Code: 11530 Country: USA

T Number: T100094

Phone Number, Date of Birth, and Social Security Number (SSN) are all required. The full SSN is required, not just the last four digits. **The WCB will not accept the claim without this information and a penalty may be the result.**

The claimant's phone number is required because it is important for our adjuster to contact the injured employee.



Page Two:

Date Employer had Knowledge of the Injury: This is the date an employee in a management or supervisory position had knowledge of the injury and had knowledge that it was work related.

Employment Status: This would be designated as full time, part-time, seasonal FT or seasonal PT.

Date Employer Had Knowledge of Date of Disability: This is the date an employee in a management or supervisory capacity was advised the injured employee was missing work and was advised that the disability was due to the work-related injury.

Estimated Weekly Wage: This is very important to provide so the Claim Administrator may issue compensation payments if the employee is not receiving sick leave or salary continuation from the employer.

(Continued on Next Page)

Comp Alliance members can receive login credentials, more information and access instructions by contacting us today!

Maria Luciano

Workers' Compensation Claims Manager



Instructions for Completing the C-2F by Page

Page Two (Continued):

Work Week Type: If the employee works a standard 5-day work week, the first box would be checked and the boxes below marked Mon through Fri would be checked. If the employee works a fixed nonstandard work week, e.g. Monday through Thursday, the second box would be checked, and the boxes below marked Monday through Thursday would be checked. Should the employee work a non-fixed,, irregular work schedule, the third box would be checked and all the boxes below would be left blank.

Employee Injury

Full Wages Paid for Date of Injury: This is typically answered "Yes" since most employers pay the employee for the remainder of the day of injury. It is important to note that the date of injury is never the subject of an award of compensation. All awards begin the date after the injury, including awards of reimbursement to the employer.

Employee Paid Salary in Lieu of Compensation: This box should be checked "yes" if the injured employee is missing work and the employer will be starting up sick leave payments or salary continuation to the employee at the onset of the claim.

Nature, Part of Body, Cause & Description of Injury: We ask that you please be as descriptive and detailed as possible.

Work Status: Please ensure this section is completed. If the employee has returned to work, the date should be noted in the appropriate space.

Accident Location & Witnesses

This would not be the employer's official mailing address but the actual street location where the accident took place. If the accident occurred on the road or at a residence, the Organization Name would be left blank.

Page Three:

Employer Information

Employer FEIN: This is required and is another name for the employer's Tax ID number.

UI Number: This designates the employer's Unemployment Insurance ID number. It is not required.

Manual Classification Code: This is not required.

Industry Code: This is required and the code # is 92

Info/Attn: This should be the name of the person at the employer designated with administrative responsibilities for claim reporting. This name is usually the same as the Contact Name requested further below.

Insured Information

The name of the employer should again be provided here as well as the employer FEIN (Tax ID No.).

Insured Type: The middle circle (Self Insured) should be checked. (The Comp Alliance is a group self-insurance program).

Policy Number ID, Policy Effective Date and Policy Expiration Date should all be marked N/A, as the employer is a member of a self-insured pool identified by a Carrier ID number and not by a policy number.

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Maria Luciano

Workers' Compensation Claims Manager