

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** August 19, 2004  
**REFERENCE CODE:** PML2004041

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
Personnel Transactions Supervisors  
Return-to-Work/Claims Coordinators  
Health and Safety Officers

**FROM:** Department of Personnel Administration  
Benefits Division

**SUBJECT:** Worker's Compensation Claims Kit Revision

**CONTACT:** Shelby Wineinger, Worker's Compensation Program Trainer  
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The purpose of this memorandum is to notify Departments that the "Workers' Compensation Claims Kit" has been revised.

This will be the only Personnel Management Liaison sent notifying departments of revisions to the kit. All future revisions will be incorporated into the kit, and only the most recent version will be made available on the Web site. The revision date will appear at the bottom of the title page of the kit. You can access the kit at <http://www.dpa.ca.gov/benefits/health/workcomp/wcmain.shtm>.

As a reminder, this kit is a guide only. Always check with your department's internal specialist and other resources before taking action with an employee.

If you have any questions about this memorandum, please contact Shelby Wineinger, Workers' Compensation Program Trainer, at (916) 445-9760.

Sincerely,

Debbie Endsley, Chief  
Benefits Division

