

# Disaster Service Worker Volunteer Program (DSWVP): Claim Submission Instruction for Employers/Supervising Agencies

## Contacts

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## Claim Submission

If a DSW volunteer is injured as a result of an authorized deployment or pre-approved training, please follow steps below:

1. Provide **State Fund 3301**, Workers Compensation Claim Form, to injured DSW volunteer within 24 hours of knowledge of injury.
  - a. DSW volunteer completes 1-8 (top section) and returns to employer.
  - b. Employer provides 'temporary receipt' copy to DSW volunteer and then completes 9-18 (bottom section).
  - c. Employer provides completed, signed and dated copy to DSW volunteer.
  - d. Completed form must be submitted within 1 working day after receipt from DSW volunteer.
2. Complete **State Fund 3267**, Employer's Report, within 5 calendar days of knowledge of injury.

*DSW volunteer DOES NOT complete this form or receive a copy.*

OR

Complete **State Fund 3267** over the phone with a Claims Reporting Representative. This expedites the claim initiation, especially for those employers without access to the paper form.

**24 – Hour Claims Reporting Center (888) 222-3211**

3. Submit documents within time lines. DO NOT wait until you have all documents before submitting.
4. Keep copies of all documents in employer's file for injured DSW volunteer.

INSTRUCTIONS for SUPERVISING AGENCY						
CLAIM ASSEMBLY AND DISTRIBUTION	DOCUMENT	STATE FUND	CAL OES	INJURED DSW VOLUNTEER	COMMENTS	
	State Fund Form 3267	Fax Copy & Mail Original	Fax or Scan Copy	<b><u>DO NOT PROVIDE COPY!</u></b>	Provide copy of: ① <i>Temporary Receipt</i> - volunteer's proof of filing ② <i>Completed &amp; signed Form</i> - after bottom section completed	<b>State Fund</b> Fax: <b>707-646-0173</b>  <b>Cal OES</b> Fax: <b>916-845-8736</b>
	State Fund Form 3301					
	DSW Registration & Oath	Fax Copy	Fax or Scan Copy	<b><i>DO NOT PROVIDE COPY!</i></b>	*Required for training injuries	
	Incident Report					
	Training Pre-Authorization*					
	Training Verification*					

**NOTE: Supervising Agency (and Registering Agency) retain copy of entire claim submission.**

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