



**FRISCO ISD WORKERS' COMPENSATION PROGRAM**  
**EMPLOYEE**  
**INFORMATION SHEET**

General Information

The Frisco Independent School District (Frisco ISD) provides workers' compensation benefits to employees who are injured at work. This benefit will cover only a work-related injury or illness, not other medical problems. Once a claim is reported and accepted by the Frisco ISD workers' compensation program as compensable (eligible), your workers' compensation benefits begin. This is the only medical benefit you may use for treatment of your specific claim/injury, including medical examinations and medications. The Frisco ISD workers' compensation program pays for healthcare reasonably required using evidence-based medicine in accordance with the Official Disability Guidelines (ODG) to treat a compensable injury. Workers compensation claims should not be processed via personal health insurance.

The Frisco ISD Employee Health Benefit Plan will not cover any expenses for which you should be receiving workers' compensation benefits, and you cannot use your prescription card for medications related to your injury.

Workers' compensation benefits apply only if the claim is found to be compensable. If a claim is reported more than 30 days after it occurs, benefits may be denied or disputed if the employee does not report the injury.

Process for Workers' Compensation Claims:

If you are injured at work, think the injury was caused by work, or a doctor tells you the injury/illness is work-related, the following steps must be taken:

- 1) You must immediately report the incident to your school nurse, your supervisor, or [workerscomp@friscoisd.org](mailto:workerscomp@friscoisd.org). The campus Nurse or supervisor will need to fill out form DWC-1. Employee fill out the Claims Administrative Services (CAS) Workers' Compensation Supplemental Injury Report. You may be asked questions to enable the Nursing, Payroll or Risk Management staff to complete the state-required employer's first report of injury. We will need to know what, when, and where the injury occurred, who was involved, what part of your body was injured, what caused the accident, and who saw it happen.
- 2) A list of workers comp providers included, primary treating physicians, you can go to if you need to seek medical services. Workers compensation claims should not be processed via personal health insurance. To be referred to a specialist, employees must first be seen by a treating practitioner. Within 60 days of the injury the employee has the right to change treating doctors.
- 3) If you receive any medical bills relating to your workers compensation injury they will need to be submitted to [workerscomp@friscoisd.org](mailto:workerscomp@friscoisd.org) immediately so they can be sent to the districts workers compensation administrator, Claims Administration Services (CAS), to be processed.
- 4) If you have any questions or need information relating to your claim contact: [workerscomp@friscoisd.org](mailto:workerscomp@friscoisd.org)

Janet Leonardo  
[leonardoj@friscoisd.org](mailto:leonardoj@friscoisd.org)  
 FISD Workers' Compensation  
 Administrator Central Administration  
 Direct Line: 469-633-6345

Dafne  
[workerscomp@friscoisd.org](mailto:workerscomp@friscoisd.org)  
 FISD Workers' Compensation Specialist  
 Central Administration  
 Direct Line: **Dafne** 469-633-6346  
 Fax Number: 469-633-6325

- 5) Per Workers Compensation laws, the Frisco ISD does not pay injured workers for the first seven days off work. However, you may choose to use your accrued leave time for the seven-day waiting period considered salary continuation (the days will not be retroactively paid when option one or two is elected in the election of benefits letter). If you are off for more than 14 days, workers' compensation will retroactively pay the first 7 days when option three is elected in the election of benefits letter. If the employee does not lose more than 7 days and does not have any personal leave time available their payroll may be docked. After the seventh day of absence with no election of benefits letter on file, the district workers' compensation program will pay 70% to 75% of the employee's average weekly wage, subject to the maximum and minimum amounts established by law. This is not salary or a paycheck. It is called Temporary Income Benefits (TIBS).
- 6) For determining the amount of Temporary Income Benefits of a school district employee under Chapter 504, the average weekly wage is computed on the basis of wages earned in a week rather than on the basis of wages paid in a week. Temporary Income Benefits equal 70 percent of the difference between your average weekly wage and the wages you are able to earn after your work-related injury. The amount of Temporary Income Benefits is subject to a maximum of **\$1,174** and minimum of **\$176** benefit amounts.
- 7) If you are receiving Temporary Income Benefits (TIBS) for an extended period of time and pay child support notify Workers' Compensation Department immediately. The Frisco ISD Payroll Office will need to submit paperwork to the state and to the workers compensation administrator, Claims Administration Services (CAS), to start deducting the child support from your TIBS check.
- 8) You will need to pay close attention to your payroll and time sheet as it relates to your claim. It is your responsibility to keep track of the days or times used to treat the compensable injury and communicate that information in a timely manner. Depending upon the nature & duration of the claim, the workers' compensation program requires complex payroll calculations to submit accurate wage statements and reports to the State.
- 9) You will receive many documents regarding your claim. These will be mailed to your home address. Keep copies of anything you give to your assigned adjuster or send to the DWC. Note: Make sure you fill out the employee's report of injury form; this is form DWC-41. You should receive this directly from the DWC within the first 6 weeks after your injury. If you do not receive it in the first 6 weeks after your injury, contact the DWC at the number below and request a form. It is important to complete this form and return it to the DWC.
- 10) You should report to your supervisor each time you go to the doctor. The doctor should give you a work status report DWC-73 form after the appointment. If you're treating doctor releases you to return to work with modified physical restrictions, you will need to contact your supervisor and the Workers' Comp. Department to see if FISSD will be able to accommodate your restrictions. An employee is required to have a return to work release form from their attending physician in order to return to their full regular duties. For questions regarding return to work contact your departmental supervisor or Janet Leonardo @ extension 36345.

The FISSD Workers Compensation program is administered by:

Claims Administrative Services  
 Phone: 1-800-765-2412  
 Email: [claimsmail@cas-services.com](mailto:claimsmail@cas-services.com)  
 Fax: 1-903-509-1888  
 501 Shelley Drive  
 Tyler, Texas 75701

Additional information may be obtained from:

<https://www.tdi.texas.gov/index.html>

**The Texas Department of Insurance**

1601 Congress Avenue, Austin 78701 • P.O. Box 12050, Austin 78711  
 (512) 804-4000

Division of Workers' Compensation Customer Services 800-252-7031