



Florida Department of Labor and Employment Security
Division of Workers' Compensation
Director's Office

Jeb Bush
Governor

Mary B. Hooks
Secretary

Charles Williams
Director

DATE: March 16, 2001
TO: All Carriers, Self-Insured Employers, Funds, and Third Party Administrators
FROM: Charles Williams, Director *ew*
Division of Workers' Compensation

SUBJECT: Statutorily Required "Employee" and "Employer" Brochures

Enclosed are the Division's new brochures, "*Workers' Compensation Facts for Florida's Injured Employees*" and "*Workers' Compensation Facts for Florida's Employers*." These brochures are to be used to meet the statutory mandate as outlined in s. 440.185 (4), F.S. The "*Workers' Compensation Facts for Florida's Injured Employees*" is required to be sent by the carrier "within 3 days after the employer or employee informs the carrier of the injury." The "*Workers' Compensation Facts for Florida's Employers*" must be sent to the employer annually by the carrier or its third-party administrator.

This bulletin supercedes Bulletin #164, dated September 12, 1994, and Bulletin #208, dated September 16, 1999. The attached may be duplicated and distributed, without alteration of any information. Copies of these brochures can be obtained by visiting the Division of Workers' Compensation's WebPage at www2.myflorida.com/les/wc. Click "publications." If you need additional assistance in getting these brochures, contact Pat Wright at (850) 921-5370.

If the carrier or its third-party administrator develops material other than the attached brochures to meet the statute [s.440.185 (4) F.S.], these must be submitted to the Division for approval prior to such distribution. Carriers wishing to disseminate their own brochure(s) in lieu of using the Division's should send the material to:

Sissy Nogar
Florida Division of Workers' Compensation
2012 Capital Circle, S.E.
106 Hartman Building
Tallahassee, Florida 32399

Since these approved brochures are available, effective April 16, 2001, carriers will be required to utilize these new brochures.

The Division is translating the "*Workers' Compensation Facts for Florida's Injured Employees*" into Spanish. Announcement of the availability of the Spanish version will be made through the Division's newsletter, the *440 News* and will also be placed on the Division's homepage.

CAW/sn
Attachments

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