

Standards for Documentation Required by the Application for Reimbursement
from the Peace Officer and Detention Officer Temporary Disability Fund

Police Report:

- **Highlight** in the report the portion(s) where the officer was either:
 - o Responding to an emergency
 - o In the pursuit of a suspected or actual violator of the law
 - o Injury caused by the actions of another person

Officer Time Sheets:

- Must cover dates that were requested for reimbursement
- Must show timesheet coding for Workers' Compensation (WC)
 - o Sick, Vacation, or PTO time coding used for WC is ineligible for reimbursement
 - o If holiday coding used, please indicate if was scheduled or not scheduled to work. Reimbursement can be made for scheduled working holidays missed, not holiday time off.

Officer Pay Stubs:

- Must cover timesheet dates that were requested for reimbursement
- **Highlight** or indicate timesheet dates covered if not shown
- **Highlight** or indicate calculation of pay if not shown. Examples:
 - o ½ of Monthly salary of \$xxxx.xx at every two weeks,
 - o 80 hours x \$24.44
- If salaried: **Highlight** or indicate normally scheduled hours per 2 weeks if salaried (80 hours, 84 hours, etc)
- Sick/Vacation time incorrectly charged for WC must be corrected to WC coding for reimbursement

Workers Compensation Benefit Checks & Detail:

- Include copies of notice of qualifying claim, any status changes, or adjustments made

Doctors Notes:

- Must have a note indicating **initial** injury and inability to work
 - o Should show date of appointment and estimated release or follow up date
- Must have doctors note(s) that cover all periods requested for reimbursement
 - o Include interim follow-up reports if follow-ups occurred during requested reimbursement range
- **Return to Work Light Duty Notes:** If the note indicates that the worker may to return to light duty, we will only reimburse if the worker stayed home due to unavailability of light duty positions.

Attestation of Light Duty Position:

- If a doctors note indicates that the worker is able to return to light duty, we will only reimburse if the worker stayed home due to unavailability of light duty positions. We will need a signed attestation regarding the lack of position availability from the employer.

If you have any questions or concerns, please contact us by:

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