

CARE Program Guidelines – 2018 Contract Year

BETA Risk Management Authority (BETA_{RMA}) will continue its CARE Program; Commitment – Accountability – Responsibility – Engagement during the 2018 Contract Year. The CARE program is designed to help BETA members improve their overall employee safety exposures, create the necessary controls and enhance performance through a reimbursement process aimed specifically at the most frequent causes of employee injuries within your organization.



Commitment to sustaining a culture of safety within the organization
Accountability for the results of the organization's safety program
Responsibility for prioritizing the spending of CARE dollars
Engagement of the organization's leadership

The CARE Fund Process:

Step One | Developing the Service Strategy - Qualification for Program: On an annual basis, your BETA_{RMA} Employee Safety Manager will work with your organization to identify key risk exposures based on your loss history, existing data sets and an evaluation of safety hazards in or your organization. In collaboration with the organization's leaders, a Service Plan will be developed. This will assist your organization in monitoring the progress and performance of your employee safety efforts in your organization. **This Service Plan must be developed and in effect prior to March 31, 2019 to qualify for CARE funds for the 2018 Contract Year.**

Step Two | Consultation: The Service Plan will serve as a guiding document which will help direct the use of your allotted CARE funds that are intended to support risk reduction and injury prevention thereby reducing both frequency and severity of workers' compensation claims. The CARE funds are intended to support achieving the goals identified within the Service Plan and will be focused on top causes of loss within your organization. They may also be used to grow professionals in employee safety in your organization through education, training and certification. *Attached is a helpful resource list for your reference.*

Step Three | Reimbursement: Following the completion of Steps One and Two, BETA's Employee Safety Manager will provide you with a prepopulated Reimbursement Request Form that also contains the details of your Service Plan, an outline of how the CARE Funds are being spent, and the desired goals of the plan.

Step Four | Submission – Two signatures are required: Please have the form signed by the CEO, CFO or administrator responsible for employee safety at your organization, the primary contact for the safety program at which point the executed form will be signed by the BETA Employee Safety Manager. Receipts for purchases or certificates of completion for education or certification must be attached to the form when submitting for reimbursement. Upon receipt of the signed and completed form and necessary back-up documents, BETA will issue a check for the purchases up to your maximum allotted funds. **Forms must be received by BETA with all signatures completed prior to June 30, 2019. Reimbursement request forms received after June 30, 2019 will not be honored.**

Should you have questions about the CARE Fund process or would like to schedule a visit to create and/or update your current Service Plan, please reach out to your assigned Employee Safety Manager. You may also contact Malinda Sigl, Executive Administrative Assistant at Malinda.sigl@betahg.com or (916) 905.4694 if you need assistance.