

**Technical Amendment**  
**October 31, 2022**  
**EDUCATION AND LABOR CABINET**  
**(Technical Amendment)**

**803 KAR 25:200. Workers' compensation notice.**

RELATES TO: KRS 342.610(6)

STATUTORY AUTHORITY: KRS 342.260, 342.610(6)

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 342.260 requires the ~~commissioner~~~~[executive director]~~ to promulgate administrative regulations as are necessary to implement the provisions of KRS Chapter 342. KRS 342.610(6) requires the ~~commissioner~~~~[executive director]~~ to promulgate an administrative regulation to establish the format and content of the notice required by that statute regarding the employer's workers compensation program. This administrative regulation establishes the format and content of the notice required by KRS 342.610(6).

**Section 1. Content and Format.**

(1) The employer's notice to employees required by KRS 342.610(6) shall be conspicuously posted at the employer's principle office and each other location where an employee customarily reports for payroll and personnel matters. The notice shall:

- (a) Be in an identical format as the "Workers Compensation Notice"; and
- (b) Contain the information required by subsection (2) of this section.

(2) The notice shall state:

- (a) The employer's name and address;
- (b) The workers' compensation carrier or third-party administrator's:
  - 1. Name;
  - 2. Policy number;
  - 3. Effective dates;
  - 4. Address;
  - 5. Telephone number; and
  - 6. Contact person;
- (c)
  - 1. Whether the employer participates in a managed care plan for medical care; and
  - 2. If he does participate, the name of the managed care plan, its representative, and the phone number of the representative; and
- (d) The other information required by KRS 342.610(6) as stated on the Workers Compensation Notice.

**Section 2. Size.** (1) The notice shall not be smaller than eight and one-half (8 1/2) by eleven (11) inches. The print shall not be smaller than twelve (12) point font.

**Section 3. Incorporation by Reference.**

- (1) "Workers Compensation Notice" (January 1, 1997 Edition), Office of Workers' Claims, is incorporated by reference.
- (2) The material may be inspected, copied, or obtained at the ~~Department~~~~[Office]~~ of Workers' Claims Monday through Friday, 9 a.m. to 4 p.m. at the following locations:
  - (a) Frankfort - Mayo-Underwood Building, 3rd Floor, 500 Mero Street~~[Prevention Park, 657 Chamberlin Avenue]~~, Frankfort, Kentucky 40601.
  - (b) Paducah - 220B North 8th St., Paducah, Kentucky 42001.
  - (c) Pikeville - 107 Coal Hollow Road, Pikeville, Kentucky 41501.

(803 KAR 025:200. 23 Ky.R. 4022; 24 Ky.R. 361; eff. 7-17-1997; TAm eff. 8-9-2007; Cert eff. 3-29-2019; TAm eff. 10-31-2022; Crt eff. 3-5-2026; Recodified to 120 KAR 001:200; eff. 6-29-2026.)

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