

**PROCEDURES FOR WRAP-UP (SPECIAL) PROJECTS AND
SPLIT COVERAGE
FORM 375 & FORM 375 WRAP-UP**

The entity applying for the approval of split coverage shall supply the following information:

- 1. A cover letter indicating why split coverage is necessary. A contact name with phone number, fax number, and e-mail address must be included.**
- 2. A list, if for wrap-up (special) project, of the sub-contractors that will be on the work site.**
- 3. A completed application for split coverage by the requesting entity.**

After approval of the split coverage by the Department of Workers' Claims, the carrier for the requesting entity must file the following:

- 1. Proof of coverage through the Electronic Data Interchange for the requesting entity.**
- 2. Proof of coverage for sub-contractors listed for the wrap-up (special) project.**
 - a. Will only be accepted if coverage is on file for the requesting entity.**

**APPLICATION FOR APPROVAL
OF SPLIT COVERAGE**

Pursuant to KRS 342.375, _____
employer

_____ address _____ FEIN

does hereby request authorization from the Commissioner of the Department of Workers' Claims to secure the employer's liability under KRS Chapter 342 through separate insurance policies for specific plants or work locations. The applicant proposes that the principal work force of the employer, which is engaged in _____ at _____ shall be covered

_____ type of business _____ location(s)
by _____ insurance carrier. A separate work force engaged in _____

_____ located at _____
type of business _____ location(s)

shall be covered by _____ issued by _____
policy number

_____. Employees in the separate work forces have distinct duties and are not commingled.

This the _____ day of _____, 20____.

Representative of Employer

Subscribed and sworn to before me, this the _____ day of _____, 20____.

Notary Public

My commission expires _____; County _____