

# JobCover placement or JobCover6 program/ employer incentive payment claim form



State Insurance  
Regulatory Authority

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## *Workplace Injury Management and Workers Compensation Act 1998*

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This form is to be used by an employer to claim incremental employer incentive payments under the JobCover placement program or JobCover6 . Incentive payments can be claimed at:

- 12, 26 and 52 weeks for a worker employed under the JobCover placement program or
- 12 and 26 weeks for JobCover6 (or as negotiated with the insurer paying the incentive payment).

Prior to form completion, all parties should familiarise themselves with the guidance material for the relevant program at [www.sira.nsw.gov.au](http://www.sira.nsw.gov.au)

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### **Section 1: Pre-injury employer's insurer details** (Documents should be sent to the pre-injury employer's insurer or SIRA. See section 7)

Contact name (if known)

Organisation

Email

### **Section 2: Worker details**

Given name(s)

Surname

Date of birth (DD/MM/YYYY)

Claim number

Date of injury (DD/MM/YYYY)

Postal address

Suburb

State

Postcode

Telephone number

Mobile number

Email

### Section 3: Employer details

Organisation/business trading name

Contact person

Postal address

Street address

Suburb

State

Postcode

Telephone number

Mobile number

Email

### Section 4: Employment details

Position title

Commencement date (DD/MM/YYYY)

### Section 5: Payment details (the employer incentive will be paid as a lump sum at the completion of each incremental period or the negotiated period for JobCover6)

Employer incentive period (dates)	Date (DD/MM/YYYY)	Date (DD/MM/YYYY)	Number of weeks
		to	

Please attach evidence of the worker's weekly gross wage for each week in the period being claimed.

Employer incentive period being claimed **JobCover6:**

weeks @ \$400per week (or pro rata)

Employer incentive period being claimed **JobCover Placement Program:**

1-12 weeks @ \$400 per week (or pro-rata)

13-26 weeks @ \$500 per week (or pro-rata)

27-52 weeks @ \$600 per week (or pro-rata)

Payments are calculated on a per week basis. The weekly amount paid will be either the gross weekly wage paid<sup>1</sup> to the worker or the maximum weekly amount as set out above, should the gross wage exceed the weekly incentive payment amount.

If you are using JobCover6 and can continue to offer the worker ongoing employment beyond 26 weeks you may be eligible an additional incentive period. See the relevant guidance material.

1. does not include superannuation and allowances

## Section 6: Payee details

Payee (name or business trading name)

ABN (if applicable)

BSB number

Account number

Account name

Bank name

## Section 7: Declaration (this claim cannot be processed until both parties sign below)

We confirm that the worker has been employed with the employer during the stated period.

All wages claimed have been paid to the worker during the stated period.

A copy of the relevant program agreement is attached.

Evidence of wage payment details is attached to this form, supporting the claim for the incentive payment.

Worker name

Signature

Date (DD/MM/YYYY)

Employer contact person

Of (Organisation/business trading name)

Signature

Date (DD/MM/YYYY)

### Please send all documents to:

**The insurer** - where the pre-injury employer insurer is a Nominal Insurer scheme agent, the employer incentive payment claim form should be sent directly to them for reimbursement. **OR**

**SIRA** - where the pre-injury employer's insurer is a self-insurer, specialised insurer or a SICorp insurance agent, the employer incentive payment claim form should be sent directly to SIRA for reimbursement. Email your claim to [vocprograms@sira.nsw.gov.au](mailto:vocprograms@sira.nsw.gov.au).

The insurer details are located in Section 1 of the JobCover placement program or JobCover6 - agreement form.

### Contact us for further information

**Customer Service Centre:** 13 10 50

**Email:** [vocprograms@sira.nsw.gov.au](mailto:vocprograms@sira.nsw.gov.au)

**Website:** [www.sira.nsw.gov.au](http://www.sira.nsw.gov.au)

## For office use only

### Non variable weekly wage

Is the weekly wage greater than the weekly incentive payment?

Yes                  No

If **YES**, then calculate the payment as follows:

Weekly incentive for period (\$)	Number of weeks of incentive period		<b>Total amount payable (\$)</b>
	x	=	

If **NO**, then calculate the subsidy as follows:

Weekly wage (\$)	Number of weeks of incentive period		<b>Total amount payable (\$)</b>
	x	=	

### Variable weekly wage

**Please note** the incentive payment is calculated on a weekly basis. The amount for each week will be either the gross weekly wage paid to the worker or the weekly maximum incentive amount for the period should the gross weekly wage exceed the incremental weekly incentive payment.

Calculate the subsidy as follows for the relevant incentive period being claimed:

Week	Amount \$	Week	Amount \$	Week	Amount \$	Week	Amount \$	Week	Amount \$
Total amount payable									

