



Workers' Compensation Section

INSTRUCTIONS FOR SUBMITTING AMW/RATE VERIFICATION PTD AND SURVIVORS' BENEFITS CLAIMS

(Required prior to reimbursement request consideration)

PURPOSE:

The purpose of AMW/Rate Verification is to ensure that the Average Monthly Wage (AMW) and monthly rate **as of December 31, 2019 (or December 31st of the year prior to applying the first 2.3% COLA increase)** have been calculated correctly for claims eligible for COLA reimbursement. This ensures that COLA increases are calculated correctly and only verified costs associated with the COLAs are reimbursed.

REIMBURSEMENT ELIGIBILITY:

PTD Claims - Dates of injury or occupational disease disablement before 1/1/2004

Survivors' Claims - Dates of injury or occupational disease disablement before 7/1/2019

INSTRUCTIONS:

- 1) Complete the appropriate AMW/Monthly Rate Verification Form (PTD or Survivors' Benefits). Save completed form in the original Excel file format. (Do not scan this form.)
- 2) Scan supporting documents identified on the Verification Form in one .pdf file.
- 3) Email the completed Verification form (Excel file) and scanned supporting documents (.pdf file) to COLAS@dir.nv.gov.
- 4) Submit one email, with the Excel file and .pdf file attached, per claim. If you have multiple claims to submit, please send a separate email for each claim.
- 5) Please include ***insurer name, injured employee last name*** and either "***PTD***" or "***Survivor***" in the Subject line of each email.
- 6) AMW/Monthly Rate Verifications will be processed in the order they are received. If additional information is required, a WCS staff member will contact the submitter.
- 7) A response will be provided to the submitter via email regarding the results of the review.

*** Please direct questions to COLAS@dir.nv.gov ***