

Insurance Coverage Office (ICO)

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 - All lines of insurance for the State of Delaware except life, health and disability
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Insurance Coverage Office

**Personal Injury Protection
(PIP) Insurance
Considerations**

Procedures

- The State of Delaware carries a self-insured automobile insurance policy that provides Personal Injury Protection (PIP) Coverage
- All vehicles registered in Delaware are required to carry this coverage.
- It is a form of no-fault automobile insurance which provides payments of medical bills and lost wages incurred within two years from the date of the accident.

Procedures

- The State's PIP limits are \$25,000 per person/\$300,000 per accident.
- An Auto Accident must be reported to the ICO within 24 hours.
- The reports are submitted to the ICO from Fleet Services or the employing Organization electronically via the ICO website, by fax, or email.
- Use the link below to access the Auto Accident Report form located on the ICO website.

http://inscov.delaware.gov/forms/documents/auto_accident_LCE.pdf

- If the Auto Accident Report form notes that an employee is injured, the ICO
 - establishes a claim, generates a claim number, and assigns the claim to an ICO Officer.
 - mails a PIP Application form with statute information to the employee.
 - sends a copy of this letter and form to the employing Organization's Human Resources (HR) Department contact.

- If the Auto Accident Report form notes that an employee is injured and is missing time from work, the ICO
 - establishes a claim, generates a claim number, and assigns the claim to an ICO Officer.
 - mails a PIP Application form with statute information to the employee.
 - sends a copy of this letter and form to the employing Organization's HR Department contact.
 - emails a Wage and Salary Verification Letter and Form to the HR Department Contact.

- The HR representative for the employing Organization must complete the Wage & Salary Verification Form and return it to the ICO with a copy of the employee's PHRST pay advice closest to the date of the motor vehicle accident.
- Copies of any and all disability notes must be sent to the ICO.
- Before any medical or lost wage payments are made under the PIP Claim, the completed PIP Application Form must be received by the ICO.
- The employee is charged sick or annual leave until the ICO receives the completed PIP Application form and PIP lost wage benefits are issued.
- Once the average weekly rate is established by the ICO, this rate stays the same for the life of the claim.

- For an employee who does not work overtime, the lost wage benefits are calculated as follows:

Net Wages	
Plus Deductions	
	x 26
Gross Wage/Week	
	÷ 52
Net Wage/Week	
	÷ 5
Net Wage/Day	

- For an employee who consistently works overtime (OT), in addition to calculating the base wages, the ICO has to calculate the OT wages as follows:

OT Wages	
(26 weeks prior to date of loss)	
	÷26
Gross OT Wages/Week	
	x 80%
Net OT Wages/Week	
	÷ 5
Net OT Wages/Day	

- The ICO provides a copy of the Wage Calculation Worksheet and a copy of the Payment Voucher to the HR contact of the employing Organization.
- An attorney or an employee can request for benefits to be paid under both the PIP and Workers' Compensation claims.
 - The most common request is for the Workers' Compensation claim to pay all the medical bills and 66 2/3 of the wages while PIP pays the difference between both wage benefits.
- The Human Resources Department recoups the PIP payments from the employee through payroll deductions.