



**Instructions for Completing the Application to Participate in the
Horsemen's Workers' Compensation Insurance Trust**

Policy Period: 2017-2018

To avoid processing delays, the Application and all applicable attachments should be fully completed:

#	Section:	Attachments/Forms:	Completed by:	Page:
1	Application and Disclosure Statement	A. Application B. Disclosure Statement	Applicant	1-7
2	Work Lists	A. Work List B. Changes to Work List	Applicant	8-9
3	Substance Abuse and Second Injury	A. Receipt and Acknowledgement of Substance Abuse B. Substance Abuse and Drug Policy C. Second Injury Fund D. Medical Information Release	A. All Employees B. Applicant C. All Employees D. All Employees	10-19
4	Acceptance or Rejection of Coverage	Acceptance/Rejection of Coverage	Applicant	20
5	Rate Per Start Guidelines	A. Rate per Start Guidelines B. Farm Rate Guidelines	Applicant	22-24

Application Instructions:

1. Applicant should fully complete the Application and Disclosure Statement and all attachments, as indicated therein, and double check the following:
 - Ensure all signatures and dates are in place;
 - Ensure Applicant *initials* on “**Types of Coverage**” on page 3 or 4 (#15);
 - Ensure applicant *initials* on “**Rate Per Start Guidelines**” on page 6 (#34);
 - Ensure Applicant *initials* on “**Protocol Book**” on page 7;
 - Field Office Personnel must complete the two designated sections on page 7;
 - WC Trustee, Administrator or designated Field Rep must complete the designated sections on page 7.
2. Work Lists (for employees):
 - The Applicant must complete the “**Work List**” at time of Application.
 - The “**Changes in your Employee Work List**” is to be used for changes that occur during the policy term.
3. Substance Abuse and Second Injury and Medical Release:
 - These three documents [*to be completed by the employees*] are offered in both English and Spanish, as needed.
4. Rates Per Start Guidelines:
 - The documents listed on Attachment A can be found at LAHBPA.org.

**Mail payments to:
LAHBPA
Attn: Workers' Compensation
1535 Gentilly Blvd.
New Orleans, LA 70119**

IMPORTANT: Applications will not be processed until Applicant has delivered all the required documentation and the applicable deposit premium payment to the LAHPBA Main Office or a recognized Racetrack Field Office. In addition, Applicant's current account must be paid in full, and fully funded at all times. You must have Workers' Compensation Insurance to enter the backside of any Louisiana Racetrack.