



## **INSTRUCTIONS FOR PROOF OF WORKERS' COMPENSATION AND DISABILITY INSURANCE COVERAGE REQUIREMENTS**

All organizations entering into or renewing a contract of \$50k or more in aggregate with the New York State Council on the Arts must provide proof of workers' compensation and disability insurance coverage. Insurance forms must evidence coverage of the entire one year contract period, which is 1/1 – 12/31 for contracts beginning in January and 7/1 – 6/30 for contracts beginning in July.

On forms where a certificate holder can be indicated, New York State Council on the Arts and the agency's full address (300 Park Avenue South 10<sup>th</sup> Floor New York, NY 10010) must be listed in this field as the state contracting entity.

Proof of coverage must be uploaded directly into the Document Folder of your contract on Grants Gateway. For step-by-step instructions on how to upload forms to your contract, please see the FY17 Grants Gateway Contract Instructions.

***Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.***

### **Proof of Workers' Compensation Coverage**

NYSICA must obtain ONE of the following forms from the contractor, which the agency will submit to the Office of the State Comptroller to prove the contractor has appropriate workers' compensation insurance coverage that is compliant with the terms of their contract:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund ; or
- **Form SI-12** – Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

For additional information regarding workers' compensation coverage, please refer to the New York State Workers' Compensation Board website at: <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>

### **Proof of Disability Benefits Coverage**

NYSICA must obtain ONE of the following forms from the contractor, which the agency will submit to the Office of the State Comptroller to prove the contractor has appropriate disability benefits insurance coverage that is compliant with the terms of their contract:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **CE-200** – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

For additional information regarding disability benefits coverage, please refer to the New York State Workers' Compensation Board website at: <http://wcb.ny.gov/content/main/DisabilityBenefits/Employer/busPermits.jsp>