



445 East Capitol Avenue
Pierre, South Dakota 57501-3185
Phone: 605-773-3563
Fax: 605-773-5369

Bulletin 04-05

To: All Workers Compensation Insurers

From: Gary Steuck, Director

RE: Adjustment Training Centers

Date: May 24, 2004

This bulletin applies to workers' compensation classification of adjustment training centers in South Dakota whether written in the voluntary market or through the assigned risk plan. Effective June 1, 2004 all adjustment training centers will be classified as Charitable or Welfare Organization and the employees shall either be classified as Professional & Clerical under code 8861 or All Other Employees & Drivers under code 9110.

Supported living specialists, or direct support professionals as they are commonly referred to in South Dakota, shall be coded as 8861 even if the duties of the employee involve instruction on and demonstration of housekeeping, laundry, food service, driving, personal care or manual labor provided that the position is predominantly a supported living specialist. Personal care and manual labor performed in conjunction with training and instruction by supported living specialists will be classified as 8861.

Supported living specialists who oversee clientele on an overnight basis will be considered as performing predominantly security functions and coded as 9110. Employees whose duties are predominantly housekeeping, laundry, food service, driving, personal care or manual labor will be coded as 9110. If an employer can differentiate through documented payroll records time spent by overnight staff between 8861 functions and 9110 functions, then the payroll will be divided accordingly provided that any time coded as 8861 is for time spent performing predominantly 8861 functions.

This bulletin withdraws the filing of item 01-SD-94 that was approved on March 24, 1994.