



Policy number: 0123456

RE: Drug-Free Safety Program (DFSP) Removal

Dear Employer:

As a condition for participating in the DFSP for the July 1, 2010 program year, all employers must submit an online annual report by March 31, 2011. Unfortunately, we have no record of receiving your online submission for the required DFSP annual report. We sent you a reminder letter to guide you in submitting your report online. This letter contained instructions on how to submit supporting documentation to your local service office.

Since we did not receive your report and supporting documentation, we have removed you from the DFSP for the July 1, 2010, program period. If applicable, we also removed you from approved status in the state construction contractor database. In addition, we will bill back to you any discount you received for participating in DFSP.

If you believe this removal to be in error, please call your representative listed below. If you did not timely submit your annual report, you have 30 days from this notice to:

- Submit the report online;
- Fax in supporting documentation;
- Request we consider you for a one-time exception.

If you wish to apply for the July DFSP program period, BWC must receive your completed *Application for Drug-Free Safety Program* (U-140) by the last business day in April or, for the January program period, the last business day in October. To submit a DFSP application online, log on to ohiobwc.com. Then enter your user ID and password. You may then access the online application at <http://www.ohiobwc.com/employer/forms/dfsp/u140/default.aspx> and submit the form.

We are ready to assist you with your safety needs. For additional information about this disqualification, safety services and other BWC programs, please call your representative listed below. We look forward to working with you in the future.

Sincerely,

Employer Programs Unit

BWC representative: Insert name here

Customer service office: Service office and **phone number**