

**Bureau of Workers' Compensation Application Steps for the  
Substance Use Recovery and Workplace Safety Program**

**STEP ONE**

- Enroll to participate online through the [Ohio Bureau of Workers' Compensation](#)

**STEP TWO**

- Submit a [W-9](#) (Only required for first time applicants)

All of the above documents should be submitted together to [grantapplications@admboard.org](mailto:grantapplications@admboard.org) with SURWSP in the subject line.

You will receive a response from the ADM Board within 7 business days with follow-up questions or approval to move forward. You cannot accrue any expenses prior to the date of approval.

**STEP THREE**

- Complete the services as outlined in your spending plan and make sure to review the Request for Reimbursement form to ensure you are collecting all required documentation in the process.\*

\*All services must be provided by a vendor recognized in the [Drug Free Safety Program vendor list](#). If your vendor has changed since your Spending Plan submission, you will need to notify the Board at [grantapplications@admboard.org](mailto:grantapplications@admboard.org) with SURWSP in the subject line.

**STEP FOUR**

- Once you have completed all requested services, submit the Request for Reimbursement form outlining all of services, costs and required supporting documentation to [invoices@admboard.org](mailto:invoices@admboard.org) with SURWSP in the subject line.

The ADM Board will review your information and barring any necessary follow-up, your reimbursement check will be mailed within 20 business days.

Reference Documents and Additional Information:

1. Frequently Asked Questions - *Coming soon!*
2. [Substance Use Recovery and Workplace Safety Program Flyer](#)
3. [IRS Form W-9](#)
4. [Statement of Recovery](#)
5. [Request for Reimbursement](#)
6. [SURWSP Policy](#)

Please contact that ADM Board if you have question about applying for funds or email [grantapplications@admboard.org](mailto:grantapplications@admboard.org) with SURWSPR in the subject line.