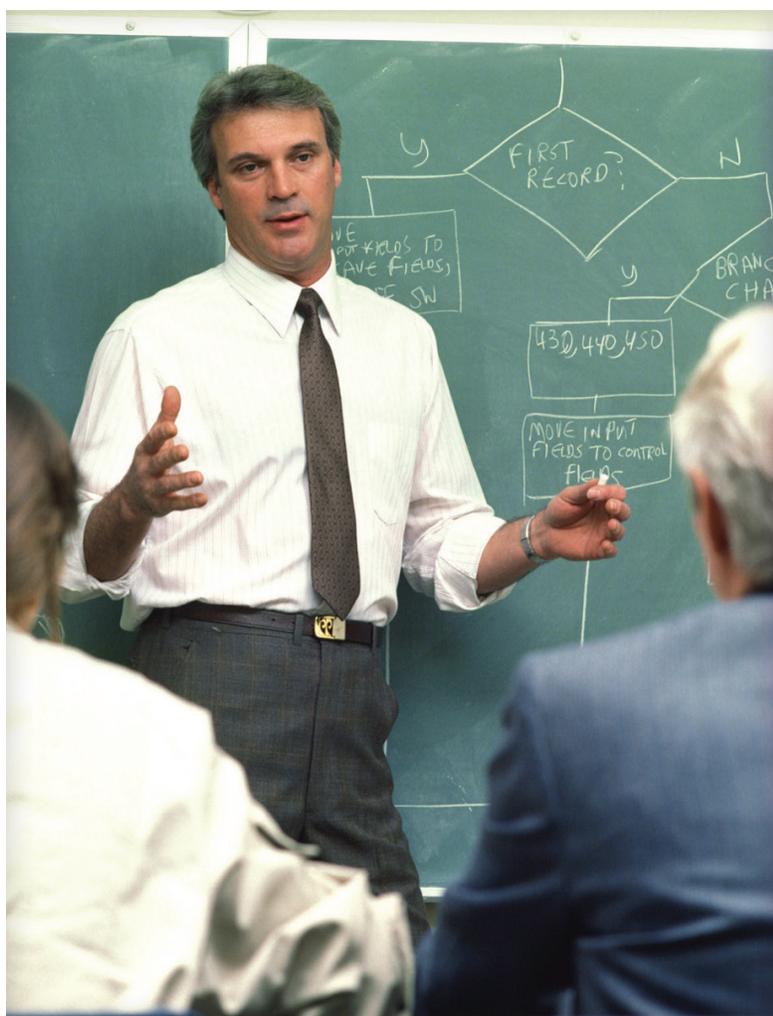


Option 2: What You Need to Know

Vocational Rehabilitation Services



Washington State Department of
Labor & Industries

Workers' Compensation Services

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I selected Option 2, what happens now?

Labor & Industries (L&I) received your *Retraining Plan Selection Form* showing that you selected Option 2 and chose not to participate in your approved Option 1 retraining plan.

Here is what happens next:

- Your time-loss benefits end.
- Your claim will be closed.
 - You have the right to apply to reopen your claim if your condition worsens later and the need for medical treatment is documented.
- You will receive two benefits:
 - A vocational award, and
 - A training fund.

About the Vocational Award

What is the vocational award?

The Option 2 vocational award provides funds intended to support your transition from time-loss to claim closure and, depending on your plans for training, into schooling.

How is the amount calculated and paid?

The award is equal to nine months of time-loss compensation, less any overpayments or Division of Child Support* liens you owe. This benefit is paid bi-weekly.

* Washington State Department of Social and Health Services, Division of Child Support

Can I receive the balance of my award in one lump-sum payment?

You may request a lump-sum payment of your remaining award balance by mailing a letter to L&I.

- You can request a lump-sum at any time.
- L&I may approve or deny your request.

- If the lump sum is approved, L&I will send your payment once 60 days or more have passed from the mailing date on your claim-closing order.
- Because bi-weekly payments will have already begun, L&I will send the remainder of your payment in a lump sum.

Mail your request to:

Insurance Services
Department of Labor & Industries
P.O. Box 44291
Olympia WA 98504-4291

About the Training Fund

Training funds are provided for you to use to develop a training plan on your own. The time period and amount of funds you can use for training is listed on your Option 2 *Notice of Decision*.

You have up to five years from the date Option 2 benefits are approved to use the training funds. The school or training program you choose must be:

- A licensed or accredited school or training program; or
- An L&I approved school or training program

What costs can be paid with the training funds?

You can choose training that is different from the plan you submitted to L&I for approval.

You can seek training through any licensed, accredited or L&I-approved program or course.

You can use your training funds on the following expenses:

- Tuition or training fees for approved programs or courses.
- Books, fees, supplies, equipment, and tools required for the program or course.

- Licensed childcare or dependent care while attending approved programs or courses.
- Up to 10 percent of the training fund for vocational counseling and/or job placement services.

How do I make sure my school is licensed, accredited, and L&I-approved?

The school or training program you attend must have an L&I provider number before approval is given for you to attend training.

Ask your school or training program or contact the Provider Hotline at 1-800-848-0811 to find out if the school or training program has an L&I provider number.

If the school or training program wants to become an approved L&I provider, or they have questions about this process, they can contact the Provider Hotline at 1-800-848-0811.

What costs can't be paid with the training funds?

Expenses not paid for by the training fund include:

- Transportation, including parking.
- Lodging.
- On-the-job training.
- Expenses related to starting your own business.
- Any program or course not approved by L&I.
- Unlicensed childcare or dependent care.
- Licensed childcare or dependent care while you are not attending training.

How do I access my training funds?

Once you have chosen a school or training program, you must apply to access your training funds.

Prior to the start of each term, complete the form, *Option 2 Vocational Training Enrollment Verification* (F280-024-000) which can be found on the L&I website at www.Lni.wa.gov/FormPub. Put the form number in "Search" to find the form.

This form tells L&I what information to look for when bills are submitted for payment. You must fill out Part A and sign it. Next, have your school or training program complete Part B of the form.

Before you mail the form, make sure all fields are filled in, you have signed Part A, and your school or training program representative has signed Part B.

The more information you provide, the more quickly L&I can process your request.

Mail your form to:

Insurance Services
 Department of Labor & Industries
 P.O. Box 44291
 Olympia WA 98504-4291

Once L&I receives this form, we will send you a letter telling you if your training expenses have been authorized.

About the Billing Process

All bills must be submitted within one year from the date of service or expense. If the bills are not submitted within one year, they cannot be paid.

Incomplete forms may be returned for more information, delaying the approval or payment process.

Direct billing

Give the school or training program your L&I claim number and ask them to bill L&I for your tuition and related expenses.

Reimbursements

If you pay for approved expenses out-of-pocket, you may submit your receipts to L&I for a refund on authorized expenses. You must submit your request for reimbursements within one year from the date of service or expense.

Fill out the Option 2 worker reimbursement form, *Statement for Retraining and Job Modification Services* (F245-030-000), which can be found on the L&I website at www.Lni.wa.gov/FormPub. Get the document by putting the form number in Search.

To be reimbursed for your expenses, you must include a copy of your receipt(s).

For reimbursement of licensed childcare or dependent care: Provide the name of person(s) cared for, dates of service, and the provider's name, address, phone number, EIN or Social Security number, and L&I provider number. Contact the Provider Hotline at 1-800-848-0811 for the L&I provider number.

Before mailing the form and receipts, make sure that:

- You have signed the form.
- You have carefully reviewed your list of expenses to be reimbursed.
- All attachments have your claim number listed in the upper right corner.
- All attachments are legible and clear.
- You have kept a copy of your form and attachments for your records.

Mail your form to:

Claims Section
Department of Labor & Industries
P.O. Box 44269
Olympia WA 98504-4269

What if I don't receive my reimbursement?

Call the Option 2 Helpline at 360-902-9135 if you do not receive payment or notification within ninety (90) days.

If you submit a second request for payment, it should be identical to the original bill. Please indicate "Rebill" on the form.

What if I have questions or need to change the reimbursement amount?

Call the Option 2 Helpline at 360-902-9135 if you have questions or need help understanding the bill process.

Requests for adjustment to reimbursements must be submitted in writing within sixty (60) days from the date of your payment to be considered.

How do I check my training fund balance?

You can access this information through

- The Claim & Account Center.
- Option 2 resource staff at 360-902-9135.

What happens if I decide to choose Option 2 after starting Option 1 retraining?

If you started your Option 1 retraining plan before selecting Option 2, then:

- Your vocational award will be reduced by any time-loss received since the beginning of your Option 1 retraining plan.
- Your Option 2 training fund will be reduced by the amount expended for Option 1.

You are responsible for:

- Keeping track of all training expenditures to ensure you do not spend more money than is allotted for your vocational Option 2 training fund.
- Paying any and all training expenses that exceed your vocational Option 2 training fund balance.

How can I contact L&I?

You can contact L&I online, by telephone, by mail, or in person at L&I service locations around the state.

Online

Claim Specific
Claim & Account Center at:
www.Lni.wa.gov/ClaimInfo
General: www.Lni.wa.gov

Telephone

Option 2 Helpline: 1-360-902-9135
Provider Hotline: 1-800-848-0811
General: 1-800-547-8367

Mail

Insurance Services
Department of Labor &
Industries
P.O. Box 44291
Olympia WA 98504-4291

In person

Aberdeen

415 W. Wishkah, Suite 1C

Bellevue

616 120th Avenue NE, Suite C201

Bellingham

1720 Ellis Street, Suite 200

Bremerton

500 Pacific Avenue, Suite 400

East Wenatchee

519 Grant Road

Everett

729 100th Street SE

Kelso

711 Vine St.

Kennewick

4310 W. 24th Avenue

Moses Lake

3001 W. Broadway Avenue

Mount Vernon

525 E. College Way, Suite H

Port Angeles

1605 East Front Street, Suite C

Pullman

1250 Bishop Blvd SE, Suite G

Seattle

315 th Ave South, Suite 200

Spokane

901 N. Monroe Street, Suite 100

Tacoma

950 Broadway, Suite 200

Tukwila

12806 Gateway Drive

Tumwater

7273 Linderson Way SW

Vancouver

312 SE Stonemill Drive, Suite 120

Yakima

15 W. Yakima Ave, Suite 100

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

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