

Checklist for Stay at Work Reimbursement



L&I's Stay at Work Program reimburses Washington employers when you provide approved light-duty work to injured workers. You can be reimbursed 50% of the worker's eligible wages, as well as tools, equipment, training, and clothing needed to perform the light-duty job. For more information, visit [Lni.wa.gov/StayAtWork](https://lni.wa.gov/StayAtWork).

Stay at Work reimbursements require specific documentation. Completion of the application does not guarantee reimbursement. Use this checklist to gather the required documents, ensure your application is complete, and avoid delays or denials.

Wage reimbursement

- **Work restrictions.** Documentation that the provider restricted your worker from their usual work, typically on an Activity Prescription Form (APF): [Lni.wa.gov/go/F242-385-909](https://lni.wa.gov/go/F242-385-909). You do not need to provide APFs that are already in the L&I claim file.
- **Approved light-duty job description.** Create a description of the light-duty work and get the attending provider's approval. You can use the Employer's Job Description form [Lni.wa.gov/go/F252-040-000](https://lni.wa.gov/go/F252-040-000).
- **Payroll records.** To verify the amounts paid to the worker, we need itemized pay statements or "pay stubs" for all dates you are requesting reimbursement.
- **Time records.** To verify the worker's days and hours worked, we need time sheets or time cards for all dates you are requesting reimbursement.
- **Wage reimbursement request.** Complete a Stay at Work wage reimbursement application. Refer to How to Apply for Stay at Work Reimbursement: [Lni.wa.gov/go/F243-287-000](https://lni.wa.gov/go/F243-287-000).

Expense reimbursement

- **Work restrictions.** You do not need to provide APFs that are already in the L&I claim file.
- **Approved light-duty job description.** Create a description of the light-duty work and get the attending provider's approval.
- **The date the job was offered to the worker.** This could be a job offer letter, or other documentation of the date the light-duty job was communicated to the worker. The expense must be purchased on or after the date you offer the job to the worker.
- **Statement of necessity.** Provide an explanation as to why the expense was required to perform the light-duty job.
- **Receipt(s).** Provide a copy of the dated, itemized receipts for the purchased tools, equipment, training, or clothing.
- **Expense reimbursement request.** Complete a Stay at Work expense reimbursement application.



Washington State Department of
Labor & Industries

Upon request, language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

Do you have an employee with restrictions due to a workplace injury?

Here are some points to remember:

An Activity Prescription Form (APF) is different from a provider-approved light-duty job description.

- The APF is a snapshot of the worker's abilities at the date of the appointment.
- If the worker is released to modified duty, make sure the employee does not exceed physical and hourly restrictions on the APF, or those dates cannot be reimbursed.

The attending provider must approve all light-duty job tasks the worker will perform.

- The attending provider is the medical professional treating the injured worker, and could be a medical doctor, physician's assistant or advanced registered nurse practitioner.
- The light-duty job description must contain the specific duties the worker will be performing and must meet the physical/hourly restrictions.
- The light-duty job description should be updated after surgery or any major change in the worker's medical condition to ensure the job still meets the updated restrictions.

Be sure to submit your reimbursement request within one year.

- Submit your reimbursement online using My L&I. For step-by-step instructions, see How to Apply for Stay at Work Reimbursement at [Lni.wa.gov/go/F243-287-000](https://lni.wa.gov/go/F243-287-000).
- Be sure to include your contact information in case we have questions about the application.
- For wages, submit your request for reimbursement within one year of the date the work was performed. For expenses, submit your request within one year of the purchase date.

The worker must actually perform light-duty work on the dates requested.

- L&I does not reimburse for days the worker did not work (Kept on Salary, vacation, sick, personal time off, or medical appointments).
- All dates requested for reimbursement must be covered under the worker's certified medical restrictions and approved by the worker's attending provider.

Is the worker paid hourly wages or a fixed salary?

- Some salaried employees are eligible for overtime. For more information, see [Lni.wa.gov/workers-rights/wages/overtime/jobs-not-paid-overtime](https://lni.wa.gov/workers-rights/wages/overtime/jobs-not-paid-overtime).
- For hourly workers and salaried workers who are eligible to receive overtime, Stay at Work reimbursement requires (1) pay stubs and (2) time cards for all dates you are requesting reimbursement.
- For salaried workers who are overtime exempt, provide (1) pay stubs (2) work schedule and (3) documentation of when the worker used paid time off.
- On the reimbursement application, enter the gross wages the worker earned each day while performing light duty. Overtime pay can be included, as long as the worker wasn't restricted on hours. Some pay types are not eligible for reimbursement (e.g. tips, bonuses, commissions) and a list can be found in WAC 296-16A-030.

Questions?

The Stay at Work team is here to help! Call 1-866-406-2482 or email us at StayAtWork@Lni.wa.gov. To learn more about the Stay at Work Program, join us for a webinar: [Lni.wa.gov/RTWwebinars](https://lni.wa.gov/RTWwebinars).