



# Nebraska Workers' Compensation Court

## SUPPORTIVE SERVICES STUDENT INFORMATION AND INSTRUCTIONS FOR

GED      ELL      ABE      OTHER\_\_\_\_\_

Since your vocational rehabilitation plan includes supportive services which will require you to attend classes please see the following additional instructions.

### THE VOCATIONAL REHABILITATION PLAN (plan)

You have received a copy of your plan. There can be no change to any part of your plan without prior approval by the court. If you feel there is need for a change, contact your vocational rehabilitation counselor at once.

### SATISFACTORY PROGRESS

You must make satisfactory progress toward completing your supportive services. Attendance is essential for satisfactory progress. You must attend classes according to your class schedule and must notify your counselor within 24 hours if you are unable to attend a class. You must complete an attendance log each time you attend a class and have your instructor sign the log. The log must be submitted to your counselor at the end of each month along with any request for mileage reimbursement.

You will be tested on a regular basis according to training facility's testing policy in order to show your progress. You are responsible for providing the results of each test to your counselor on the Instructor Progress Report. The counselor will then submit the report to the court. Your counselor will explain the testing that will be required under your plan and will monitor your progress to insure that the appropriate testing is completed.

### REGISTRATION

You are responsible for registering for your own classes each term. You must consult with your counselor before making a change in any class. Contact your counselor and, if applicable, your advisor at the training facility if you have difficulty getting a class you need.

### CLASS SCHEDULES

A class schedule must be provided to your counselor each term. It must include the days of the week your classes are scheduled, meeting times, and locations. Indicate the number of hours you will be attending classes a week.

### TUITION, FEES, BOOKS, SUPPLIES

The court uses an authorization process for payment of most plan costs. You have received a copy of the initial billing authorization form sent to the training facility. The court will not be responsible for any charges exceeding those amounts on the billing authorization form, without prior authorization.

### MILEAGE

Mileage you may be entitled to must be documented on forms developed by the court. Your counselor has mileage forms for completion and will review those forms with you. Complete the attendance log on the mileage reimbursement request form accurately showing your trips, the purpose of each trip, miles traveled for each trip and instructor signature. At the end of each month, complete the front of the form and sign. Once reviewed and verified, the counselor will submit the original or a copy of the signed form to the court. Mileage reimbursement will be made by ReliaCard or Direct Deposit, whichever is applicable, and reimbursement will take approximately two weeks from the date the court receives the request for payment.

**NOTE:** Your counselor is your primary contact throughout the duration of your plan. Contact your counselor with any questions.

**FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DENIAL OF REIMBURSEMENT, LOSS OF FUNDING, OR CANCELLATION OF YOUR PLAN.**

I have read and I understand these Supportive Services Student Information and Instructions. I have been provided with a copy of the signed form for my records and future reference.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I have reviewed this information with the student and retained a copy of the signed form in my records.

\_\_\_\_\_

Vocational Rehabilitation Counselor Signature

\_\_\_\_\_

Date