Nebraska Workers' Compensation Court

SUPPORTIVE SERVICES
STUDENT INFORMATION AND INSTRUCTIONS FOR

☐TUTOR ☐OJT ☐VOLUNTEER ☐OTHER_____

Since your vocational rehabilitation plan includes supportive services 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.

SCHEDULES
You must follow the schedule developed for your supportive service. If you are unable to follow your schedule you will need to contact your counselor.

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. 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