



Nebraska Workers' Compensation Court JOB PLACEMENT INFORMATION & INSTRUCTIONS

Please **READ** and keep this information so you can refer to it when necessary.

Responsibilities: Several parties, including you, have distinct responsibilities in order for your job placement efforts to be successful. The following describe some of the responsibilities for each of the parties:

- a. **Vocational Rehabilitation Counselor.** The vocational rehabilitation counselor will work closely with you, any potential employer, and the court in order to help you find suitable employment. The counselor may give you some job leads, answer questions, help you develop (or improve) your job seeking skills, provide guidance and/or counseling if you encounter difficulties, and work with others in order to secure employment. A job placement specialist chosen by the counselor may assist with these activities.
- b. **Employee (You).** You are responsible to actively search for a job. The vocational rehabilitation counselor and the job placement specialist will assist in your search, but are not responsible for finding you a job. You are expected to follow through with the job placement activities recommended and to comply with the counselor's expectations. It is your responsibility to keep all appointments with the counselor and report your progress. Inform the counselor if you have any change in your address, telephone number, or physical condition. You are responsible for accurately completing and submitting the Job Search Activity – Mileage Reimbursement Request form for each employer contacted, whether or not travel was involved, and providing it to the counselor. Should you obtain a job, you must contact your counselor immediately.
- c. **The Insurer/Claim Representative.** The Insurer's claim representative is responsible for sending your temporary disability payments while you are participating in your approved Vocational Rehabilitation Plan (plan). If your payment is late or missing, you should contact the claim representative.
- d. **Workers' Compensation Court.** The court's vocational rehabilitation section provides general administrative oversight of your plan, and authorizes payment for reasonable and necessary expenses related to your job placement activities. You will be reimbursed by the court for travel related to valid job placement activities.

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 mileage log accurately showing your trips, the purpose of each trip, and the miles traveled for each trip. 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.

FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DENIAL OF REIMBURSEMENT OR CANCELLATION OF YOUR VOCATIONAL REHABILITATION PLAN.

I have read the above and understand the Job Placement Information and Instructions. I have been provided with a copy of the signed form for my records and future reference.

Employee Signature

Date

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

Vocational Rehabilitation Counselor Signature

Date