# SUPPLEMENTAL JOB DISPLACEMENT NON-TRANSFERABLE VOUCHER FORM

This is a supplemental job displacement non-transferrable $6,000 voucher for education-related retraining and/or skill enhancement. It can be used for education, counseling and/or training services. You can take this voucher to a California public school or to a state-certified provider that is approved and included on the list of approved training providers and schools maintained by EDD at <https://www.caljobs.ca.gov/vosnet/> and the school will be directly reimbursed upon receipt of a documented invoice by the claims administrator. You can also present this voucher to an approved Vocational Return to Work Counselor (“VRTWC”), which can be selected from the list on the Division of Workers' Compensation's ("DWC") website at: [http://www.](http://www.dir.ca.gov/dwc/SJDB/VRTWC_list.pdf) [dir.ca.gov/dwc/SJDB/VRTWC\_list.pdf](http://www.dir.ca.gov/dwc/SJDB/VRTWC_list.pdf).

This voucher may be applied to any of the following expenses at the choice of the injured employee:

1. Education-related retraining or skill enhancement, or both, at a California public school or with a provider that is certified and on thelist of approved training providers and schools maintained by EDD at <https://www.caljobs.ca.gov/vosnet/>, including payment of tuition, fees, books, and other expenses required by the school for retraining or skill enhancement.
2. Occupational licensing or professional certification fees, related examination fees, and examination preparation course fees (page 5 of 6).
3. The services of licensed placement agencies, vocational or return-to-work counseling, and résumé preparation, all up to a combined limit of $600 (page 2 of 6).
4. Tools required by a training or educational program in which the employee is enrolled (page 5 of 6).
5. Computer equipment including, monitors, software, networking devices, keyboards, mouse, printers, and tablet computers of up to $1,000 submitted with appropriate documentation (page 4 of 6). The employer may give the employee the option to obtain computer equipment directly from the employer. The employee shall not be entitled to reimbursement for games or any entertainment media.
6. Up to $500 as a miscellaneous expense reimbursement or advance, payable upon request (by submitting page 3 of this packet via email or regular mail) without need for itemized documentation or accounting. The employee is not entitled to any other voucher payment for transportation, travel expenses, telephone or internet access, clothing or uniforms, or incidental expenses.

If you pay for eligible expenses, you may be reimbursed for these expenses upon submission of documented receipts to the claims administrator for reimbursement. Reimbursement payments must be made by the claims administrator within 45 calendar days upon receipt of voucher, receipts, and documentation.

If you have a question or need more information, contact your attorney, employer or the claims administrator. You can also contact a DWC Information and Assistance ("I&A") Officer. Contact information for I&A can be found at: [http:www.dir.ca.gov/dwc/ianda.html](http://www.dir.ca.gov/dwc/ianda.html), or by calling 1-800-736-7401 and emailing [DWCSJDBinquiries@dir.ca.gov](mailto:DWCSJDBinquiries@dir.ca.gov).

Any dispute regarding this voucher must be brought before a Workers’ Compensation Administrative Law Judge at a DWC District Office for resolution. A complete list of District Offices and links to their respective addresses and phone numbers can be found at: https/www.dir.ca.gov/dwc/dir2.htm. Most District Offices have I&A Officers on staff, who can provide assistance to injured workers, employers and others. Recorded information from the I&A staff is available 24 hours a day by calling (800) 736-7401 or you may contact a local District Office during business hours to speak with a live person.

**Because you have received this Voucher and are unable to return to your usual employment, you may also qualify for an additional one-time $5,000 payment from the Return-to-Work Supplement program. You must apply within one year from the date this Voucher was served to you (Proof of Service date on page 6 of 6). You should make a copy of the Voucher which you will need to apply at** [**https://www.dir.ca.gov/RTWSP/RTWSP.htm**](https://www.dir.ca.gov/RTWSP/RTWSP.htm) **or by visiting a DWC district office. For more information about the Return-to-Work supplement program please visit** [**www.dir.ca.gov**](http://www.dir.ca.gov/)**, or by calling 510-286-0787.**

## This section is to be completed by the Claims Administrator only

Employee Last Name Employee First Name MI

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Claims Administrator | Claims Representative/Claims Adjustor |  | | | |
| Claims Mailing Address |  |  |  |  |  |
| City | State Zip Code |  | Claim No. |  |  |
| Claims Phone Number | Claims Email Address (optional) |  | Date of Injury |  |  |

## After this voucher expires, it will be unusable. All claims for expenses and reimbursement must be

submitted to the claims adjuster before the expiration date. Date Voucher Expires:

MM/DD/YYYY

## Approved Vocational Return-to-Work Counselor (if any) (To Be Completed By the Employee/Approved Counselor) If you will be using the services of a vocational return-to-work counselor, the counselor must be approved and included on the list maintained by the DIR or they may not be paid for their services. Please complete the bottom of this page and mail it to the claims administrator.

Last Name First name MI

Address:

City: State Zip Code

Phone

Funds used for counseling (not to exceed $600): $

## Approved Training Provider or School Details (if any) (To Be Completed By the Employee/Approved Counselor). The provider must be approved and included on the list of approved training providers and schools maintained by EDD at [https://ww.caljobs.ca.gov/vosnet/](https://www.caljobs.ca.gov/vosnet/).

Provider Name

Address:

City: State Zip Code

Phone

Training Cost: $

## The Injured Employee Must Sign and Date this Voucher Form for Vocational Return-to-Work Counselor services.

Signature: Date

MM/DD/YYYY

# SUPPLEMENTAL JOB DISPLACEMENT NON-TRANSFERABLE VOUCHER FORM

# REQUEST FOR $500 MISCELLANEOUS EXPENSES

## This section is to be completed by the Claims Administrator only

Employee Last Name Employee First Name MI

Claims Administrator Claims Representative/Claims Adjuster Claims Mailing Address

City State Zip Code Claim No.

Claims Email Address Date of Injury

This section to be completed by the Employee. (Leave blank if not availing the $500 miscellaneous expense reimbursement or advance.

 I request $500 as a miscellaneous expense reimbursement or advance.

Injured Employee

Signature: Date

MM/DD/YYYY

If you would like to request $500 miscellaneous expenses, please complete this form and submit it to the claims adjuster. If an e-mail address was provided, you can submit this form via e-mail, otherwise, please mail this form to the claims adjuster. You will not be entitled to any other voucher payment for transportation, travel expenses, expenses, telephone or internet access, clothing or uniforms or incidental expenses.

If you are requesting reimbursement for the purchase of computer expenses, please mail a Request for Purchase of Computer Equipment (page 4 of 6) to the claims adjuster with appropriate documentation.

If you are requesting reimbursement for the purchase of tuition, fees, books, and/or tools, please mail a Request for Reimbursement of Expenses (page 5 of 6) to the claims adjustor with appropriate documentation. Payments must be made by the claims adjustor within 45 calendar days of receipt of the request.

# SUPPLEMENTAL JOB DISPLACEMENT NON-TRANSFERABLE VOUCHER FORM

# REQUEST FOR PURCHASE OF COMPUTER EQUIPMENT UP TO $1,000

## This section is to be completed by the Claims Administrator

Employee Last Name Employee First Name MI

Claims Administrator Claims Representative Claims Mailing Address

City State Zip Code Claim No.

Claims Phone Number Date of Injury

This section to be completed by the Employee. (Leave blank if not availing the $1,000 computer expense reimbursement).

I request a total of $

 A receipt of purchased equipment is attached for reimbursement.

 A written invoice is attached.

 I accept the claims administrator's/employer's offer to furnish computer equipment. (If an offer was provided.)

Injured Employee Signature: Date

MM/DD/YYYY

Up to $1,000 for purchase(s) of computer equipment including, monitors, software, networking devices, keyboards, mouse, printers, and tablet computers is available. You are not entitled to reimbursement for purchase of games or any entertainment media.

If the computer equipment will be provided directly to you, your employer must provide the computer equipment along with documentation of the cost of the computer equipment within 45 days of receipt of this Request for Purchase of Computer Equipment.

Payment of tuition, fees, books, and tools may also be reimbursed using page 5 of 6.

If you have requested $500 in miscellaneous expenses (page 3 of 6), you are not entitled to reimbursement for transportation, travel expenses, telephone or internet access, clothing, uniforms, or incidental expenses.

# SUPPLEMENTAL JOB DISPLACEMENT NON-TRANSFERABLE VOUCHER FORM

REQUEST FOR REIMBURSEMENT OF EXPENSES

(Tuition, Licensing/Certification Fees, Books, and Tools)

## This section is to be completed by the Claims Administrator only

Employee Last Name Employee First Name MI

Claims Administrator Claims Representative/Claims Adjuster Claims Mailing Address

City State Zip Code Claim No.

Claims Phone Number Date of Injury

This section to be completed by the Employee. (Leave blank if not availing reimbursement of expenses.

I request a total of $

other documentation must be attached.

for reimbursement for expenses. Complete receipts or

Injured Employee

Signature: Date

MM/DD/YYYY

If you would like to request reimbursement of expenses for tuition, fees (licensing/certification), books, and tools, please complete this page and mail it to the claims adjuster with documentation substantiating your expenses.

If you have requested $500 in miscellaneous expenses (page 3 of 6), you are not entitled to reimbursement for transportation, travel expenses, telephone or Internet access, clothing, uniforms, or incidental expenses.

For computer equipment purchases, please complete a Request for Purchase of Computer Equipment (page 4 of 6) and mail it to the claims adjuster with appropriate documentation.

SUPPLEMENTAL JOB DISPLACEMENT NON-TRANSFERABLE VOUCHER FORM

PROOF OF SERVICE

This section is to be completed by the Claims Administrator only

On , I served the foregoing document(s): Supplemental Job Displacement Non- Transferable Voucher for Injuries Occurring on or After 1/1/13 (Form DWC - AD 10133.32) for Claim Number

to the parties listed below:

Name of Injured Worker: (required):

Address: (required):

ADJ Number: (if any):

Applicant Attorney(s) Name:

Firm Name:

Address:

Defendant’s Attorney(s) Name:

Firm Name:

Address:

by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully paid, in the United States mail.

by personal service.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on at , CA.

Signature of Person who Served the Papers (required):

Print Name (required):