

LMR Expenses Excluding Travel

Introduction

Policy 19-03-06 (LMR Expenses) states the WSIB pays the necessary expenses related to a labour market re-entry (LMR) assessment and plan. For travel and parking, the policy refers to 17-01-09 for more specific guidelines. Policy 17-01-09 addresses both medical appointments and for LMR travel expenses.

In some circumstances, the WSIB will be required to pay for workplace modifications and assistive devices that are necessary for the worker to re-enter the labour market. Policy 19-03-07 *Workplace Modifications and Assistive Devices* cover these items. In addition, policy 19-04-07 *Accommodating Workers* deals with employers with financial hardship in providing these modifications.

LMR Assessments

Expenses paid during an LMR assessment may include fees for **evaluations**. The Provider might also be required to conduct or arrange for assessments or activities other than transferable skill analysis, psycho-vocational evaluation or vocational evaluation. These assessments and activities might include, but are not limited to:

- Interest testing
- Work sampling
- Work assessments
- Labour market research
- Psycho-educational testing

Although further assessments and activities are at the discretion of the Provider, it is mandatory for Providers to obtain pre-approval from Adjudicator's before proceeding with further testing.

Interpreter fees are considered an acceptable expense during and LMR assessment. These fees are inclusive of travel time, mileage and parking. In rare cases where there are no interpreter services available in a particular area, the Adjudicator should consider mileage and travel time on an individual basis.

The existing fee schedule is:

- 1st hour: \$40
- 2nd hour: \$30
- 3rd hour+: \$20/hr to a maximum of \$150/day

LMR Plans

We pay expenses, which are considered necessary and appropriate for the successful completion of an LMR plan.

All anticipated costs must be set out in the LMR plan before the plan begins. Payment of expenses continues until either completion of the plan or until the plan is terminated due to other reasons. There may be unexpected barriers or challenges, which arise during the plan, and these may require an amendment to the plan.

Notice: This document is intended to assist WSIB decision-makers in reaching consistent decisions in similar fact situations and to supplement applicable WSIB policies and guidelines as set out in the Operational Policy Manual (OPM). This document is **not a policy** and in the event of a conflict between this document and an OPM policy or guideline, the decision-maker will rely on the latter.

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School Fees

Tuition, registration, textbooks, exam fees, transcript fees and graduation fees are all necessary expenses and should be accepted. When necessary, the Provider will pay the Program Registration Fee to secure the worker's place in the program prior to approval of the LMR Plan by the WSIB. Receipts must be submitted.

Locker rental charges are considered an acceptable expense.

Clothing

Clothing (i.e., lab coats or uniforms) specifically required for a formal training program should be identified on the original LMR Plan and is an acceptable expense.

Specialized clothing required because of the compensable injury would be considered a reasonable request.

The WSIB does not allow entitlement for regular work clothes (i.e., business attire).

Computers

The WSIB will consider purchasing a computer (both hardware and software) for a worker in an approved LMR program. A computer can be provided if:

- The training agency/institution has made it a requirement of the program and is an expectation of all students.
- If the worker's injury prevents him/her from using the computer facilities at the training agency.
- It has been established that the training institution does not have the necessary resources to accommodate all the students needs in that program. On this point, it is the expectation that the provider has investigated all such program requirements before the submission of any LMR Plan.
- If the request falls outside these guidelines, the request should be reviewed on its own merits

The Provider must submit a proposal on the worker's behalf explaining how the above criteria is met, describe the specific training program and describe the computer requirements as outlined by the training facility (addressing hardware and software). Additionally, the Provider must obtain at least **three price quotes**. The adjudicator will make a decision on the basis of this submission.

The WSIB will not be responsible for the costs of miscellaneous items related to the computer. These items include:

- Paper
- Printer ink cartridges
- Floppy disks
- Mouse pad
- Insurance coverage

As a general rule, the WSIB will not extend entitlement to expenses related to Internet hook-up and use; however, if it is determined that Internet use is a requirement of the training program, the LMR provider must submit rationale and quotes outlining the most cost-effective Internet service provider. This should be included in the LMR plan proposal and cost analysis.

Should the worker not complete the formal training program for any reason, the computer must be returned to the WSIB. The Service Provider may arrange courier pick up of the computer at the request of the Adjudicator for delivery to the Adjudicator.

The WSIB will not require the worker to return the computer if he/she successfully completed the formal training program and will be seeking employment in the field they were trained, although the adjudicator does have the option of requesting it be returned.

Other Fees

If the LMR plan involves driving, the expenses associated with obtaining a **Drivers Abstract** as well as an **AZ/DZ** license would be an allowable expense.

Other expenses, such as **first aid certification** can be considered if it is shown to be a requirement of the program or SEB.

The LMR provider can include fees for incidental expenses such as **medical clearances, union hall initiation, association fees, etc.** on the LMR plan proposal.

Workplace Modifications & Assistive Devices

The Service Provider may identify a need for an assistive device (ergonomic chair, Obus Forme, etc.) and this should be clearly outlined on the LMR Plan with supporting rationale in the LMR report. The Provider should first determine whether or not the training facility has any available services for students with disabilities. If the training facility does not have the item available, the Case Manager should research the needs and costs of the item and provide quotes for the adjudicator's review.

The WSIB considers **modified or specialized tools** and/or **equipment** to be necessary modifications. Assistive devices are acceptable if they are required to accommodate the worker's impairment and/or enable the worker to perform the SEB.

Accommodations

If an LMR plan requires a worker to attend training at a facility away from his/her home, the LMR Provider should consider what the most cost effective and reasonable arrangement is. The possible options are **monthly rent, room and board or motel accommodations**.

Some general guidelines are:

- When accommodation is arranged on a monthly basis, one trip home per month will be reimbursed
- Phone expenses are the responsibility of the worker.

When considering whether to approve daily travel or accommodations, generally the Service Provider should choose the most cost effective alternative. The Claims Adjudicator and Provider should take into account the worker's personal commitments, such as family obligations. Each case must be reviewed on its own merits. If the worker chooses to commute daily, the mileage reimbursement may be capped at the researched accommodation rate.

Room and board is generally the most cost-effective option and is generally available in cities and towns that have colleges and universities. The LMR Service Provider can access information regarding the availability and costs of room and board from most college web sites. It should be noted that food or kitchen privileges are usually included in the monthly rate. See policy 18-01-05 Table of Rates for the maximum allowable room and board rates.

LMR Expenses Quiz

1. Which of the following is not considered an acceptable LMR Assessment expense?
 - a) Interest Testing
 - b) Work Sampling
 - c) Post Secondary Upgrading
 - d) Work Assessment
 - e) Psycho-Educational Testing
2. Interpreter fees are an acceptable LMR Assessment expense.
True or False, these fees include travel time, mileage and parking.
3. True or False, regular business attire identified on the LMR plan is an acceptable expense as long as the Provider identifies it on the original LMR plan.
4. Which of these items are not considered necessary expenses covered by the LMR plan?
 - a) Tuition
 - b) Registration
 - c) Pens and pencils
 - d) Textbooks
 - e) Exam fees
 - f) Backpacks
 - g) Transcript fees
 - h) Graduation fees

5. Which of these conditions must be present for the WSIB to consider purchasing a computer for a worker in an LMR plan?
 - a) The training agency/institution has made it a requirement of the program and is an expectation of all students
 - b) If the worker's injury prevents him/her from using the computer facilities at the training agency
 - c) It has been established that the training institution does not have the necessary resources to accommodate all the students needs in that program
 - d) All of the above
 - e) Any of the above.

6. True or false, when the worker completes the formal training program the computer must be returned to the WSIB?

7. When would obtaining a Drivers Abstract be considered an allowable expense?
 - a) When the workers Pre-injury job is truck driving
 - b) When the LMR plan involves driving
 - c) When there is a question about bonding the worker.

8. True or False, the maximum \$600.00 allowed for room and board expenses includes the cost of meals?

LMR Expenses Quiz Answers

1. c)
2. True
3. False
4. (b)(e)
5. (e)
6. False
7. (b)
8. True