

# Vocational Option 2 Guidelines for Self-Insured Employers

- The Option Selection Form is sent to the worker along with a plan approval letter. A worker has up to 15 days after the end of the first academic quarter or three months of retraining to select Option 2.
- If the Option Selection Form isn't received by the self-insured employer or their claims representative by the first day of the Option 1 retraining plan, the worker is expected to begin the Option 1 retraining.
- If a worker chooses Option 2 after starting Option 1 retraining:
  - The Option 2 training benefit will be reduced by the amount expended during the Option 1 retraining plan.
  - The nine-month vocational award will be reduced by any time-loss paid since the beginning of the Option 1 retraining plan.
- When Option 2 is selected, submit a [Self-Insurance Vocational Reporting Form](#) (SIVRF) with the following information:
  - Date time-loss compensation will stop.
  - Total amount of money paid to the vocational counselor during only plan development.
  - Total amount of the vocational benefit award (equivalent to 270 days of time-loss compensation payable in biweekly payments).
  - Vocational benefit award payment schedule.
- The worker has 5 years to utilize the retraining benefit as indicated in the Option 2 Order and Notice.
- If the worker wishes to enroll in a training program, the worker must mail or fax an Option 2 [Vocational Benefits Training Enrollment Application and Verification Form](#) to the employer/TPA managing the claim.
  - The form was sent to the worker when the Option 2 order was issued.
  - Training program selected must be [licensed, accredited, or approved](#).
  - There are sections on the form which must be completed by the worker and the training provider.
- The self-insured employer or their claims representative is responsible for compliance with the Option 2 requirements.