

Sending Firm and VRC Information to L&I

Use the chart below to find how to send your firm and VRC information to L&I.

Required	As Needed
<p><u>Annual Vocational Firm Agreement</u></p> <p>Firms wanting to receive referrals from L&I; submit annually, when required</p> <ul style="list-style-type: none"> • Fax to 360-902-6706 • Processed within 30 business days 	<p>Branch referrals</p> <p>Firms temporarily turning off branch referrals</p> <ul style="list-style-type: none"> • Email VocRecoveryProject@Lni.wa.gov • Processed within 1 business day
<p><u>Vocational Provider and Firm Application</u></p> <p>New providers, or current providers going to work for a different firm (new L&I provider number needed)</p> <ul style="list-style-type: none"> • Fax to 360-902-6706 • Processed within 10 business days <p>New firms</p> <ul style="list-style-type: none"> • Fax 360-902-6706 • Processed within 30 business days 	<p>Referral reassignments</p> <p>Firms reassigning referrals (ask for secure email if including claim number)</p> <ul style="list-style-type: none"> • Email VocRecoveryProject@Lni.wa.gov • Processed within 3-5 business days
<p><u>Vocational Intern Supervisor Application</u></p> <p>New supervisors wanting to apply; current supervisors reapply annually</p> <ul style="list-style-type: none"> • Email PSRS@Lni.wa.gov • Processed within 10 business days 	<p>VRC referral changes</p> <p>Firms temporarily turning off VRC availability for referrals</p> <ul style="list-style-type: none"> • Email VocRecoveryProject@Lni.wa.gov • Processed within 1 business day
<p>Changes to information on record</p> <p>Firms notify L&I of changes such as branch information updates, staff changes, credential updates, forensic status requests</p> <ul style="list-style-type: none"> • Email information to PSRS@Lni.wa.gov or if preferred, email the Firm Vocational Provider Change Form (optional unless changing firm manager). • Processed within 3-5 business days 	<p><u>Vocational Firm Quality Assurance Plan</u></p> <p>Firms wanting to receive referrals from L&I submit when required</p> <ul style="list-style-type: none"> • Email VocRecoveryProject@Lni.wa.gov • Recorded within 1 business day

Note: Processing may take longer than indicated if required documentation submitted to L&I is incomplete.