

Key: Option 2 types of vocational services

Vocational Counseling: (Billing code R0399)

- Help in accessing available community services to assist the worker with reentering the workforce.
- Assistance in developing a training plan.
- Coaching and guidance as requested by the worker.
- Interests and skills assessment, if worker requests or agrees such is needed to reach the worker's training or employment goals.
- Other services directly related to vocational counseling such as job readiness and interview practice.

Job Placement Services: (Billing code R0398)

- Help in developing an action plan for return to work.
- Job development, including contacting potential employers on the worker's behalf.
- Job search assistance.
- Job application assistance.
- Help in obtaining employment as a preferred worker, if certified, up to and including educating the employer on preferred worker incentives.
- Other services directly related to job placement such as targeted resume development and referral to community resources (WorkSource).

How to bill: Complete and send the [Statement for Miscellaneous Services \(F245-072-000\)](#) or [bill electronically](#).

Use:

- Billing codes:
 - Vocational counseling (R0399)
 - Job placement services (R0398)
- Referral number 9999999

How to calculate the 10%

- 10% of the Option 2 training fund means 10% of the worker's maximum available training fund before any deductions or expenditures.
- **Bills are paid in the order received.**

Example 1:

The worker's maximum retraining fund was \$17,885. The worker could potentially spend \$1,788.50 (10% of the \$17,885) for Option 2 vocational counseling and job placement services. The worker spends some funds on training and then seeks counseling. The remaining training fund is \$12,885, so there are enough funds to cover the full 10%.

Worker's plan approved; maximum retraining fund available to worker by statute was:	\$17,885
Worker enrolled in school and had expenses for tuition and books	- \$ 5,000
Remaining training fund balance	\$12,885

Example 2:

The worker's maximum retraining fund was \$17,885. The worker could potentially spend \$1,788.50 (10% of \$17,885) for vocational counseling and job placement services. However, the worker spends all but \$600 of the funds on training costs before seeking counseling. The worker has \$600 left to spend on Option 2 vocational services.

Worker's plan approved; maximum retraining fund available to worker by statute was:	\$17,885
Worker enrolled in school and had expenses for tuition and books	- \$17,285
Remaining training fund balance	\$ 600

NOTE: The above examples do not cover every situation. The VRC should verify the remaining balance before providing services.