

# How to Apply for Stay at Work Reimbursement



L&I's Stay at Work Program reimburses Washington employers for providing approved light-duty work to injured workers. You can be reimbursed 50% of the worker's eligible wages, as well as tools, equipment, training, and clothing needed to perform the light-duty job. For more information, visit [Lni.wa.gov/StayAtWork](https://lni.wa.gov/StayAtWork).

This handout includes step-by-step instructions to apply for reimbursement using My L&I. Before you begin the application process, first gather all the required documents listed on the Checklist for Stay at Work Reimbursement: [Lni.wa.gov/go/F243-288-000](https://lni.wa.gov/go/F243-288-000).

## The steps to reimbursement

- Comply with restrictions on the Activity Prescription Form (APF).
- Create a job description for the light-duty work.
- Get the attending provider's approval of the light-duty job description.
- Apply for wage and expense reimbursements.

## Light-duty job description

When you have an employee with restrictions, your next step is to create a description of the light-duty work and get the attending provider's approval. You can use the Employer's Job Description form ([Lni.wa.gov/go/F252-040-000](https://lni.wa.gov/go/F252-040-000)) and check the box for "Light Duty/Transitional."

- Complete the Essential Job Duties section with the specific duties the worker will be performing.
- Estimate the physical requirements for the

light-duty work. Ensure the duties do not exceed the restrictions on the APF.

- Send the light-duty job description to the attending provider, or ask your employee to bring it to their next appointment for the provider's approval.
- Once approved, send it to the L&I claim file.

If you would like assistance with identifying light-duty job tasks and developing light-duty job descriptions, even before an injury occurs, contact L&I's Early Return to Work Consultation team at 360-902-5555 or [ERTW@lni.wa.gov](mailto:ERTW@lni.wa.gov).

## When should I apply for reimbursement?

If the provider approved the light-duty job description, you are eligible to apply for reimbursement. However, many employers wait until the worker is released to the job of injury, so they only need to submit one application. You have up to one year from the date the light-duty work was performed to apply.

## Identify the light-duty days worked

The light-duty period starts the date the worker is released to modified duty or limited hours, and ends when they return to their regular duties. Identify the days worked during this timeframe.

- We can't reimburse for non-working hours (vacation hours, sick hours, paid holidays, Kept on Salary, etc.).
- The dates you request do not need to be consecutive, but must fall within 1 year of the date we receive the application.



Washington State Department of  
**Labor & Industries**

*Upon request, language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.*

## Fill out the Stay at Work reimbursement request

1. Log in to My L&I or sign up for an account at [lni.wa.gov/MyL&I](https://lni.wa.gov/MyL&I).
2. Go to the My Dashboard page. On the right, under “How do I?” click on “Request Stay at Work reimbursement.” If it won’t let you proceed, click on +Get More Access to set up your account. Your company’s Participant Activation Code (PAC) is on your annual rate notice. For help, call Web Support at 360-902-5999.

3. Start a new reimbursement request. You can apply for wages, expenses, or both by choosing the appropriate radio button. The following is an example of a wage request, and there are five steps to complete.

NOTE: The request form does not auto-save. If you need to step away, be sure to click “Save and finish later” at the bottom of the application. When you return, select the claim under Your Reimbursements and then click “finish” to continue editing.

## New Reimbursement Request

All steps are required

1. Confirm your information

Employer Information

Business

Employer contact

Choose a different contact

Send checks to

Mailing address

Choose a different address

Injured worker Information

Injured worker name

### Step 1: Confirm your information

- Enter or verify your contact information in case we have questions about the application.
- Enter or verify the address where you want the reimbursement check to be mailed.

2. Enter the light-duty days worked

Did the employee work any graveyard or swing shifts?

☐ Yes

☒ No

Were the employee's wages based on fixed salary?

☐ Yes

☒ No

Enter the light-duty hours worked and wages paid

Don't want to fill out the table? Upload a comma separated value (.csv) file

Date (mm/dd/yyyy)	Light-duty hours worked	Wages paid	
1. 08/26/2024	7.58 hours	\$195.72 per day	Delete
2. 08/27/2024	7.55 hours	\$194.94 per day	Delete
3. 08/28/2024	6.52 hours	\$168.35 per day	Delete
4. 08/29/2024	7.12 hours	\$183.84 per day	Delete
5. 08/30/2024	6.27 hours	\$161.89 per day	Delete

+ Add more date(s) go

### Step 2: Enter the light-duty days worked

- Enter each date the employee worked light duty, the hours worked, and the gross wages (not the rate) for each day.
- You can manually fill in the table, or you have the option to upload a comma separated value (.csv) file. Click on “Don’t want to fill out the table?” and then “example .csv file” to see the required format and column headers.

▼ 3. Submit documentation for wage reimbursement

Submit documentation of light-duty days worked, number of light-duty hours worked and wages paid

What types of documents should I submit?

☒ Upload a file [Choose file](#)

☐ By mail, PO Box 44291, Olympia WA 98504-4291, Tel: 866-406-2482

☐ By fax [Print a fax cover sheet](#) (156 KB PDF)

☐ L&I already has the file

### Step 3: Submit documentation for wage reimbursement

- Upload pay stubs for all dates requested so we can verify the amounts paid.
- Upload time cards for all dates requested so we can verify the days and hours worked.

▼ 4. Submit health care provider documents

Submit the Activity Prescription Form or chart note signed by the provider.  
See an example: [Insurer Activity Prescription Form](#) (211 KB PDF)

☐ Upload a file [Choose file](#)

☐ By mail, PO Box 44291, Olympia WA 98504-4291, Tel: 866-406-2482

☐ By fax [Print a fax cover sheet](#) (156 KB PDF)

☐ L&I already has the file

### Step 4: Submit health care provider documents

- You can upload an APF if it is not in the L&I claim file, or check the box "L&I already has the file."

▼ 5. Submit the light-duty job description

Job description before injury:  
  
Characters left: 240

Light-duty or transitional job description:  
  
Characters left: 240

Submit the provider approved Employer's Job Description  
See an example: [Employer's job description form](#)

☐ Upload a file [Choose file](#)

☐ By mail, PO Box 44291, Olympia WA 98504-4291, Tel: 866-406-2482

☐ By fax [Print a fax cover sheet](#) (156 KB PDF)

☐ L&I already has the file

### Step 5: Submit the light-duty job description

- Enter a brief description of the job before injury and the light-duty job.
- If it is not in the L&I claim file, upload the light-duty job description approved by the attending provider.

#### Comments

240 characters remaining

I certify that the information provided in this request is true and accurate. ☐ \*

[Cancel](#)

[Save and finish later](#)

[Preview](#)

[Submit Reimbursement](#)

#### Comments

- Use the Comments box if you want to clarify anything.
- Check the box to certify accuracy. When all steps are completed, click Submit Reimbursement.

Thank you for providing light-duty work for injured workers!

### Questions?

The Stay at Work team is here to help! Join us for a webinar to learn more about the Stay at Work Program.

- Phone: 1-866-406-2482
- Email: [StayAtWork@Lni.wa.gov](mailto:StayAtWork@Lni.wa.gov)
- Webinars: [Lni.wa.gov/RTWwebinars](http://Lni.wa.gov/RTWwebinars)