

Payment Policies for Healthcare Services

Provided to Injured Workers and Crime Victims

Update – Chapter 30: Vocational Services

Basic Skill Enhancement Training

Effective January 1, 2025

This update applies to *Chapter 30: Vocational Services*. All requirements and details in Chapter 30 still apply. The following text is added to the chapter:



Payment Policy: Basic skill enhancement training

General information

For the purposes of this payment policy, a worker is an individual who has an L&I claim number and qualifies for workers' compensation. The terms "worker" and "student" are used interchangeably.

Basic skill enhancement training helps workers maintain and build job readiness skills while receiving vocational services. Workers who qualify may choose to use this incentive when they are in a qualifying vocational referral and have an assigned vocational rehabilitation counselor (VRC).

Approved providers must be accredited, licensed, or otherwise meet L&I provider requirements in order to provide training. A training provider must have an L&I provider account to be paid for services. Resources for providers are available on the insurer's [website](#).

VRCs with an L&I-approved vendor provider number may purchase some equipment, technology or software for the worker to participate effectively in skill enhancement training. VRCs should attempt to acquire equipment, technology or software through an L&I-approved vendor prior to purchase.

As of January 1, 2025, basic skill enhancement funding may cover the following:

- English language training,
- General education development or high school equivalent training, *or*

- Technology or software needed to participate effectively in skill enhancement training.

The insurer may cover basic computer literacy for the purpose of supporting other training noted above.

See [RCW 51.32.095](#) for further details.

Any equipment, technology, or software requested that are required to engage effectively in skill enhancement training may be covered by the insurer (please see **Prior authorization** and **Payment limits** sections below). Funding is available once per claim. Use of these funds doesn't reduce funds available for a formal retraining plan.

Prior authorization

Prior authorization is required to bill for skill enhancement training (code **1307W**). This authorization may be granted only to workers who have an open vocational referral in vocational recovery, ability to work assessment, or plan development.

Pre-approval is contingent upon the submission of [F280-086-000](#) by the vocational counselor.

Authorization is required prior to each new class. Sequential classes can't be authorized in advance.

Authorization for equipment, technology or software is required prior to purchase.

Who must perform these services to qualify for payment

The following providers may be paid for services if they have an active L&I provider account:

- Schools,
- Training programs,
- Vocational firms, *and*
- Equipment vendors.

Services that can be billed

With documentation and prior authorization, the insurer covers the following codes:

- Skill enhancement training (**1307W**). This code can be authorized for the length of each approved skill enhancement class. This normally will not exceed 90 days or one college quarter.
- For schools without quarters or semesters, billing and training must not exceed 90-day increments.

When to bill the insurer

Billing must fall within the date spans and allowed amounts as listed in the approved training application form.

Tuition must be billed by quarter or semester. For schools without quarters or semesters, billing must not exceed 90-day increments.

Billing dates must be within the approved training dates. If not, it may cause payment delays or denials.

For additional billing guidance, see [Resources for Training Providers](#).



Note: Self-insured employers pay schools and vendors directly for these costs.

Services that aren't covered

The following services aren't covered:

- Schools using a monthly subscription service, *or*
- Training and services paid for by the worker, such as internet access (Wi-Fi) or individual home office or school set up, *or*
- Travel and accommodation expenses.

Funding isn't allowed beyond the end of the vocational referral or claim closure.

When workers are unable to complete the paid skill enhancement training, see [Chapter 30: Vocational Services](#) for details on the school billing, cancellation, and refund policies.

Classes that have started but not yet been approved by the insurer will not be retroactively authorized.

Vocational firms can't be training providers for skill enhancement training.

0388R isn't covered for skill enhancement training.

Requirements for billing

The insurer will only pay bills that fall within the dollar limits and date spans identified on the skill enhancement training application form.

All charges must be submitted to the insurer.

Schools or vendors must not charge workers or VRCs for registration, equipment, or tuition.

Vocational firms who provide equipment to workers participating in skill enhancement training must:

- Have an L&I approved vendor provider number separate to their VRC provider number for billing, *and*
- Provide proof of purchase using the receipt for the equipment, *and*
- Request prior authorization from the insurer prior to purchasing equipment for the worker using the skill enhancement training request form.

Vocational firms must use the [statement for miscellaneous services](#) for skill enhancement training costs.

Documentation requirements

Upon request, schools are required to submit records or information on the student's progress to L&I or vocational counselors at no cost.

Vocational firms must provide documentation of the purchase of any equipment they acquire on behalf of the worker.

Payment limits

Schools and vendors must bill the insurer based on their usual and customary fees. The insurer can't pre-pay for skill enhancement training. Funding is available once per claim equal to 25% of the maximum funding available for vocational retraining.

When questions arise about the cost of training (such as tuition, fees, supplies, etc.), the insurer will base decisions on the most recent catalog at time of approval. This catalog must include total cost of the program including tuition, fees, supplies, etc. Licensed schools must maintain a current catalog with prices on file with the school's credentialing body.

Schools and vendors can't:

- Bill the insurer more than any other student for the same program, *or*
- Charge workers or VRCs directly for registration, equipment, tuition, *or*
- Bill the worker or VRC for costs associated with the approved skill enhancement training. See [RCW 51.04.030\(2\)](#) and [WAC 296-20-020](#).

Additionally, vocational firms:

- Can't charge above the purchase price to the insurer for equipment, technology or software they purchase, *and*
- Must attempt to use an existing L&I vendor prior to purchasing equipment, technology or software, and only purchase equipment from third-party vendors (e.g., vendors that aren't associated with a vocational firm).



Note: It is strongly encouraged equipment purchased by a vocational firm won't require customer service, returns, or repairs.

Schools, vendors, and vocational firms assume the risk of recoupment if there is a claim action, such as a protest that requires repayment of the funds used to procure equipment, technology or software for the worker.