

## VOCATIONAL REHABILITATION ALLOWANCES

There are certain costs that come with vocational rehabilitation. For example, you may need to buy clothing, tools or books or have travel expenses. The WCB has allowances for injured workers to pay for these costs. Your VRC or Case Manager will help you find out if you qualify for these allowances.

## OTHER PROGRAMS AND SERVICES

Besides Vocational Rehabilitation, there are other services that can help you while you have a claim with the WCB. Your VRC will refer you to these services if you need them.

### ADJUSTMENT PROGRAM

If your injury causes personal, social or emotional issues, they could affect your recovery or rehabilitation. Your VRC may refer you to the adjustment program for counselling if this happens. The program's services are there to help you better focus on your plan for returning to work.

### INDEPENDENT LIVING PROGRAM

If you are a worker with a severe injury, you may require changes to your home or car because of that injury. The WCB may pay for these changes. Changes that could be paid for include items like wheelchair ramps for your home or hand controls for your car.

## ENDING VOCATIONAL REHABILITATION BENEFITS AND SERVICES

If you have found a job, your Vocational Rehabilitation benefits and services will be reduced or stopped. Benefits and services may also be affected when you have finished your plan and your job search has ended.

Before benefits end, your case will be reviewed and you will be given as much notice as possible. Your situation will determine the amount of notice you receive.

## COMMUNITY SUPPORT SERVICES

If WCB support services and benefits have ended and you still need help looking for work, there are services in the community that can help. There are also services to help with other issues such as managing money, coping with stress, or preparing an appeal on your claim after your benefits have ended. Your VRC or Case Manager will help you find these services.

## APPEALING A DECISION

Many decisions are made while you have a claim with the WCB. Your Case Manager will discuss them with you. When you do not agree with a decision and want to appeal, the first step is to talk with your Case Manager. Your Case Manager will explain why the decision was made. If you have new information that may affect a decision, give it to your Case Manager who can look at the decision without a formal appeal. If you still do not agree with the decision, you may ask for a written explanation.

If you still do not agree with the decision you have in writing, your next step is to use the formal appeal process:

- 1 Make your appeal in writing and send it to the Review Office of the Workers Compensation Board. Say what you disagree with and include any information that supports your claim. If you prefer, you may use a Request for Review form to start your appeal. The form is on the WCB website at [www.wcb.mb.ca](http://www.wcb.mb.ca).
- 2 If you do not agree with the Review Office's decision, you may appeal to the Appeal Commission. The Appeal Commission operates separately and independently from the WCB. As before, make your appeal in writing and include any new information that supports your claim. Call the Appeal Commission at 204-925-6116 for information about how to begin your appeal.

Be sure to include your claim number in all correspondence with the WCB. If you need help with your appeal, call the Worker Advisor Office at 1 (800) 282-8069.



This document is available in large print format. Please call **1-855-954-4321** or email [info@wcb.mb.ca](mailto:info@wcb.mb.ca)



# VOCATIONAL REHABILITATION

## RETURNING TO WORK - A TEAM EFFORT



If you're  
**hurt at work,**  
we're  
**here to help.**





Some workers may not be able to return to work with their employer. In cases such as these, the WCB may refer you to Vocational Rehabilitation.

During Vocational Rehabilitation, you and the WCB work together to make a plan to help you return to work. You will work with a WCB Vocational Rehabilitation Consultant (VRC) who will be your main contact. Your Case Manager will still manage your claim.

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## ■ RETURN TO WORK OPTIONS

Your VRC will look at options for your return to work in this order:

- 1 Return to work that is like the work you used to do but with another employer
- 2 Return to different work with another employer
- 3 Further training and education

## ■ PLANNING YOUR RETURN TO WORK

You and your VRC will create a vocational rehabilitation plan to guide your return to work. The plan is a document that describes your return to work goal and how it will be reached. When developing this plan, you and your VRC will keep in mind your skills, physical abilities, and job availability. When it is possible, your interests will be considered too.

During Vocational Rehabilitation, we look for the transferable skills you have. A transferable skill is a skill that can be used for doing more than one kind of work. Your VRC will look at your work history and training and use a number of tools to learn about your transferable skills.

A vocational assessment is also part of helping you return to work. We do the assessment to help you and your VRC better understand your chances of returning to work. The assessment may include exploring your work related abilities, doing tests to see what types of work interest you, seeing what you can physically do when at work and reviewing your medical status. Your VRC will do your assessment.

## WRITTEN REHABILITATION PLAN

After we learn about your transferable skills, you and your VRC will settle on a goal for the type of job you want to find. Your VRC will then create a personal written rehabilitation plan for you. This document describes:

- the specific goals that you and your VRC will work toward
- the time it should take you to complete your plan
- the WCB services and other support services that we will provide to help you return to work.

The success of the plan and your return to work are mostly your responsibility. You need to participate in the plan and make an effort to reach the goals in it. Keep in mind that the plan is flexible. It may be adjusted, within reason, if your situation changes.

## ■ SEARCHING FOR A JOB

Your Vocational Rehabilitation plan will include a time limited job search. An Employment Specialist (ES) will meet with you and your VRC to set up a plan to look for work. The ES will also help you as you search for a job.

The ES keeps in touch with employers in various industries to know where jobs are available. The ES may meet with employers to arrange worksite changes, work experience programs, work assessment programs and on the job training programs.

The WCB also offers workshops to help you with job search skills, resume writing, job interview skills and job leads.

If you find a job that fits your needs, the ES may follow up on your progress and discuss with you any problems or concerns that may develop with your return to work.

The WCB will help you compete with other workers for jobs and does not promise a job at the end of your plan. Since you are now able to work, your WCB wage loss benefits will be reduced even if you have not found a job at the end of your job search.

## ■ EDUCATION AND TRAINING PROGRAMS

Sometimes your VRC may decide that you need to improve your skills or education to be able to return to work. If this happens, your VRC will help you find another employment goal. Your VRC will also help you find the right education or training program to help you reach that goal.

After you have finished your program, your VRC will put you in touch with an ES who will help you look for work.

