

## New Hampshire Department of Labor Job Modification Reimbursement Program

### JOB MODIFICATION REIMBURSEMENT

[RSA 281-A:54](#), IX, states: "Employers who incur costs for job modification for the purposes of retaining individuals for which a plan for modification has been approved by the commissioner shall be reimbursed 50 percent of the cost for such job modifications from the special fund for second injuries under [RSA 281-A:55](#). Such reimbursement shall not exceed \$5,000.00 per employer per year. Before reimbursement shall be authorized, the employer shall submit the plan for modification to the commissioner for approval."

The procedure is fairly easy, BUT, prior approval is necessary. The date of injury has to be after 01/01/91. There does not need to be any lost time. If there are any questions, please direct them to the Vocational Rehabilitation staff at the Department of Labor.

In other words, if the employer pays for job modifications to a job site to bring an employee back to work after a work related injury, the employer may be eligible for reimbursement of 50 percent of the cost of the modifications up to \$5,000.00 per year per employer.

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### UNH Procedure for Participating in the Reimbursement Program

- 1) Employee & supervisor fills out a First Report of Injury or Illness form and submits a copy to the Worker's Compensation Coordinator (FAX 862-0295) and the Occupational Health and Safety Coordinator (FAX 862-0047).
- 2) In order to qualify for the program, the employee must seek medical attention and the treating doctor or physician must recommend an evaluation of the injured worker's workstation or area. This will often be documented on a New Hampshire Worker's Compensation Medical Form (NHWC MF). One of these forms is given to the employee during each doctor's visit. This request can also come in the form of a letter or script from the treating physician.
- 3) A workstation evaluation is scheduled through the Office of Environmental Health & Safety (OEHS) 862-4761.

- 4) OEHS submits a workstation modification proposal to the Department of Labor (DOL) with the following paperwork:
  - Request for Job Modification Plan Approval Form
  - Copy of the physician's request for a workstation evaluation
  - Copy of the workstation evaluation report from OEHS
- 5) Within two weeks (this process can be expedited when necessary), OEHS will receive the approval form for the modification from the DOL.
- 6) The employee & employee's supervisor are notified of the modification approval and may purchase the necessary items and/or equipment.
- 7) The employee's department must forward a copy of the receipt(s) along with a signed statement from the employee to OEHS. The signed statement includes a list of items that were purchased for the modification and state that these items are being used by the employee. OEHS can provide a standard statement form to complete for this purpose.
- 8) OEHS sends the following information to the DOL before the end of the current calendar year:
  - Copy of approved Job Modification Approval Form
  - Receipt(s) from purchased items
  - Signed statement from employee
- 9) A check is sent to the Facilities BSC in March of the following calendar year to reimburse the various departments that have made job modification purchases.

NOTE: Since the \$5000 in reimbursement is being shared with other colleges within the UNH System, it is possible that the total dollar amount spent in modifications will exceed the \$10,000 limit. In the case of exceeding the dollar limit, the reimbursement for modifications over and above the \$10,000 will roll over into the next calendar year.