# Vocational Rehabilitation Services Manual A-200: Customer Rights and Legal Issues

Revised 2021

## A-205: Subrogation

…

### A-205-5: Subrogation Procedure

If it is determined that TWC-VR may be entitled to pursue subrogation there are several steps required to ensure that OGC is notified of the pending subrogation case in a timely manner.

As part of the diagnostic interview or when completing the IPE, Joint Annual Review, or IPE amendment, VR staff must complete the [VR3500, Subrogation Report](https://intra.twc.texas.gov/intranet/gl/html/vocational_rehab_forms.html). Include the details of the subrogation in either the diagnostic interview or another case note.

Enter "yes" in the "lawsuit pending" section of the RHW Personal Information page and send the form to OGC by email, fax, or regular mail to:

Texas Workforce Commission

Office of the General Counsel

Attention: Legal Assistant
101 East 15th Street, Room 608
Austin, Texas 78778

Tel: (512) 936-3511
Fax: (512) 463-1426
Email: subrogation@twc.texas.gov

A copy of the VR3500 is filed in the customer's case file. A copy of the Explanation of TWC-VR Subrogation Rights under Texas Law is provided to the customer .

If the customer has questions about the subrogation process, VR staff can escalate those questions through their chain of management to OGC for additional guidance and support.

Once the [VR3500, Subrogation Report](https://intra.twc.texas.gov/intranet/gl/html/vocational_rehab_forms.html) has been completed and submitted to OGC, recovery will begin when funds that are recoverable have been encumbered,

TWC-VR field staff are not required to track a subrogated case.