Automobile and Adaptive Equipment Allowance

Instructor Lesson Plan

Time Required: 2 Hours

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| Lesson Description | |
| The information below provides the instructor with an overview of the lesson and the materials that are required to effectively present this instruction. | |
| TMS # | 4181029 |
| Prerequisites | Prior to this lesson, the Veteran Service Representative (VSR) should have completed VSR Challenge Training. |
| target audience | The target audience for Automobile and Adaptive Allowance Equipment is Post Challenge VSR.  Although this lesson is targeted to teach the entry, intermediate or journey Level VSR employee, it may be taught to other VA personnel as mandatory or refresher type training. |
| Time Required | 2 hours |
| Materials/ TRAINING AIDS | Lesson materials:   * Automobile and Adaptive Equipment Allowance PowerPoint Presentation * Automobile and Adaptive Equipment Allowance Trainee Handout |
| Training Area/Tools | The following are required to ensure the trainees can meet the lesson objectives:   * Classroom or private area suitable for participatory discussions * Seating, writing materials, and writing surfaces for trainee note taking and participation * Handouts, which include a practical exercise * Large writing surface (easel pad, chalkboard, dry erase board, overhead projector, etc.) with appropriate writing materials * Computer with PowerPoint software to present the lesson material   Trainees require access to the following tools:   * VA TMS to complete the assessment |

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| Pre-Planning | * Become familiar with all training materials by reading the Instructor Lesson Plan while simultaneously reviewing the corresponding PowerPoint slides. This will provide you the opportunity to see the connection between the Lesson Plan and the slides, which will allow for a more structured presentation during the training session. * Become familiar with the content of the trainee handouts and their association to the Lesson Plan. * Practice is the best guarantee of providing a quality presentation. At a minimum, do a complete walkthrough of the presentation to practice coordination between this Lesson Plan, the trainee handouts, and the PowerPoint slides and ensure your timing is on track with the length of the lesson. * Ensure that there are copies of all handouts before the training session. * When required, reserve the training room. * Arrange for equipment such as flip charts, an overhead projector, and any other equipment (as needed). * Talk to people in your office who are most familiar with this topic to collect experiences that you can include as examples in the lesson. * This lesson plan belongs to you. Feel free to highlight headings, key phrases, or other information to help the instruction flow smoothly. Feel free to add any notes or information that you need in the margins. |
| Training Day | * Arrive as early as possible to ensure access to the facility and computers. * Become familiar with the location of restrooms and other facilities that the trainees will require. * Test the computer and projector to ensure they are working properly. * Before class begins, open the PowerPoint presentation to the first slide. This will help to ensure the presentation is functioning properly. * Make sure that a whiteboard or flip chart and the associated markers are available. * The instructor completes a roll call attendance sheet or provides a sign-in sheet to the students. The attendance records are forwarded to the Regional Office Training Managers. |

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| Introduction to Automobile and Adaptive Equipment Allowance | | |
| INSTRUCTOR INTRODUCTION | | Complete the following:   * Introduce yourself * Orient learners to the facilities * Ensure that all learners have the required handouts |
| time required | | 0.25 hours |
| Purpose of Lesson  Slide 2 | | This lesson is intended to provide an overview of the VSR’s responsibilities for automobile and adaptive equipment allowance grants. This lesson will allow them to process these claims correctly. |
| Lesson Objectives  Discuss the following:  Slide 3  Handout p. 2 | In order to accomplish the purpose of this lesson, the VSR will be required to accomplish the following lesson objectives.  TheVSR will be able to:   * Relate what the benefits are * List the eligibility criteria for automobile and/or adaptive equipment allowances * Identify the proper claim forms and controlling End Product (EP) * Determine what actions to take based on submission of a claim for automobile and/or adaptive equipment * Describe award notification requirements | |
| Explain the following: | Each learning objective is covered in the associated topic. At the conclusion of the lesson, the learning objectives will be reviewed. | |
| Motivation | Proper processing of auto and adaptive equipment allowance claims will reduce waiting times for Veterans in need of these benefits. | |

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| STAR Error code(s) | The Systematic Technical Accuracy Review (STAR) Program reviews cases and considers them either “accurate” or “in error” for the purpose of measuring technical accuracy. The following are types of errors were called during calendar year 2015.   * Task 10: Was the final notification correct. VSRs often fail to address entitlement to automobile and adaptive equipment allowances, and notification letters often fail to provide correct attachment forms with automobile and/or adaptive equipment allowance grants. * Task 1: Incorrect 5103 notification. VSRs often fail to ensure appropriate 5103 notice has been sent to cover automobile and adaptive equipment when a Standard 5103 letter is not utilized. |
| References  Slide 4  Handout p. 3 | Explain where these references are located in the workplace.  All M21-1 references are found in the [Compensation and Pension Knowledge Management (CPKM) Portal](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034).   * [M21-1, Part I, Subpart i, 2](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014997/M21-1,%20Part%20IX,%20Subpart%20i,%20Chapter%202%20-%20Automobile%20and%20Adaptive%20Equipment%20Allowance%20Under%2038%20U.S.C.%20Chapter%2039), Automobile and Adaptive Equipment Allowance Under 38 U.S.C. Chapter 39 * [M21-1, Part III, Subpart ii, 2.B](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014119/M21-1-Part-III-Subpart-ii-Chapter-2-Section-B-Claims-for-Disability-Compensation-and-or-Pension-and-Claims-for-Survivors-Benefits).1.b, Requirements for a Complete Claim Received on or After March 24, 2015 * [38 CFR §3.808](https://www.ecfr.gov/cgi-bin/text-idx?SID=ad275643432556b9dda942343fb89296&mc=true&node=pt38.1.3&rgn=div58#se38.1.3_1808)  Automobiles or other conveyances and adaptive equipment; certification. |

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| Topic 1: Automobile and Adaptive Equipment Allowances | |
| Introduction | This topic will provide the student with information about what the benefits are, eligibility requirements, what EPs are used to control these claims, claim processing, and eligibility notification. |
| Time Required | 1 hour |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Relate what the benefits are * List the eligibility criteria for automobile and/or adaptive equipment allowances * Identify the proper claim forms and controlling End Product (EP) * Determine what actions to take based on submission of a claim for automobile and/or adaptive equipment * Describe award notification requirements |
| What is an Automobile Allowance? *Slide 5 Handout p. 4* | Explain the benefit, talk about what “other conveyance” means (see [IX.i.2.1.b.Notes](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014997/M21-1,%20Part%20IX,%20Subpart%20i,%20Chapter%202%20-%20Automobile%20and%20Adaptive%20Equipment%20Allowance%20Under%2038%20U.S.C.%20Chapter%2039#1b)), and show the students where they can find the current rate for Automobile Allowance. |
| Eligibility for Automobile Allowance  *Slide 6*  *Handout p. 4* | To be eligible for financial assistance in purchasing a new or used automobile (or other conveyance), a Veteran or service member must have acquired one of the following disabilities as a result of injury or disease incurred or aggravated during active military service, or as a result of medical treatment or examination, vocational rehabilitation, or compensated work therapy provided by the Department of Veterans Affairs (VA) (38 U.S.C. 1151):   * loss, or permanent loss of use, of one or both feet * loss, or permanent loss of use, of one or both hands, * permanent impairment of vision in both eyes with a * central visual acuity of 20/200 or less in the better eye with corrective glasses, or * central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field has an angular distance no greater than 20 degrees in the better eye, or * a severe burn injury defined as disability caused by deep partial thickness or full thickness burns resulting in scar formation that causes contractures and limits motion of one or more extremities or the trunk and precludes effective operation of an automobile, or * amyotrophic lateral sclerosis (ALS).   Final determination of eligibility is made by the rating activity and can be inferred without a claim. |
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| What is an Adaptive Equipment Allowance?  *Slide 7*  *Handout p. 4* | Go over the examples of adaptive equipment and make sure to point out that, unlike the automobile allowance (with exception), this benefit can be paid multiple times. |
| Eligibility for Adaptive Equipment Allowance *Slide 8*  Handout p. 5 | Explain what ankylosis is and the other ways, besides service connection (SC), a Veteran can be eligible. Stress that eligibility is made by the rating activity and can be inferred without a claim. |
| Vocational Readiness and Employment (Chapter 31)  *Slide 9*  *Handout p. 5* | Explain that VR&E can also make an eligibility determination for adaptive equipment. |
| Disqualifying Eye Condition  *Slide 10*  *Handout p. 5* | Review eligibility requirement for Automobile Allowance that specifies “impairment of vision in both eyes” and how this leads to non-eligibility if both eyes are not SC. As opposed to SC loss, or LOU, of only one hand or foot, which still provides eligibility. |
| Claim for Automobile Allowance  *Slide 11*  Handout p. 5 | Discuss claim requirements. Point out specific form and EP label. |
| Claim for Adaptive Equipment Allowance Only  *Slide 12*  *Handout p. 6* | Discuss claim requirements. Point out specific form and EP label. |
| Finance Responsible for all Eligible and Complete Adaptive Equipment Claims  *Slide 13*  *Handout p. 7* | Stress the important role Finance plays in processing claims for both Automobile and Adaptive Equipment Allowances. |
| Handling Incomplete Applications  *Slide 14*  *Handout p. 7* | Discuss that determining who is responsible for the incomplete application will dictate what action is needed. |
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| If Eligibility Has Not Been Determined *Slide 15 Handout p. 7* | Stress that all required development action must be taken before referring to the rating activity. |

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| Reviewing VA Form 21-4502 and Determining Prior Payment Status *Slide 16 Handout p. 8* | Go over M21-1 Part IX, Subpart I, 2.5.a. |
| Post Rating Notification – lacking prescribed form *Slide 17-18 Handout p. 10* | Explain what must be included in notification letters for each kind of rating eligibility decision, when a VAF 21-4502 or VAF 10-1394 is not of record. |

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| Practical Exercise | |
| Time Required | 0.5 hours |
| EXERCISE  *Handout p. 12* | Allow the students 15 minutes to complete the Practical Exercise in the Handout, and then go over it with them. |

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| Lesson Review, Assessment, and Wrap-up | |
| Introduction  Discuss the following: | The Automobile and Adaptive Equipment Allowance lesson is complete.  Review each lesson objective and ask the trainees for any questions or comments. |
| Time Required | 0.25 hours |
| Lesson Objectives | You have completed the Automobile and Adaptive Equipment Allowance lesson.  The trainee should be able to:   * Relate what the benefits are * List the eligibility criteria for automobile and/or adaptive equipment allowances * Identify the proper claim forms and controlling End Product (EP) * Determine what actions to take based on submission of a claim for automobile and/or adaptive equipment * Describe award notification requirements |
| Assessment | Remind the trainees to complete the on-line assessment in TMS to receive credit for completion of the course.  The assessment will allow the participants to demonstrate their understanding of the information presented in this lesson. |