



## PENSION AND FIDUCIARY SERVICE

PMC VSR Advanced Core Course  
Phase 5: Stages of a Claim  
Part 5: Award Adjustments

# Phase 5, Part 5b Knowledge Check Preparation

## Appendix A

June 7, 2017

Version 1.0

**Phase 5, Part 5b Knowledge Check Preparation**  
**Appendix A**

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**Learning Objectives for Phase 5, Part 5b**

**Description**

This appendix lists the references according to the learning objectives used for the knowledge check preparation. The reference types include the corresponding lesson title, job aids, 38 Code of Federal Regulations (CFR) and M21-1 Adjudication Procedures Manual.

**Determine award adjustment based on change in dependency**

Reference Type	Reference Name
Lesson	Phase 5, Part 5, Lesson 4: <i>Determine Dependency Adjustments</i>
Job Aids	<ul style="list-style-type: none"> <li>• <b>Processing an Award Adjustment</b> job aid</li> <li>• <b>Annotate the Award Checklist</b> job aid</li> <li>• <b>Initial Year</b> job aid</li> <li>• <b>Income and Net Worth Status</b> job aid</li> <li>• <b>Time Limits</b> job aid</li> <li>• <b>Dependency Eligibility Requirements</b> job aid</li> <li>• <b>Dependency Eligibility: Spouse</b> job aid</li> <li>• <b>Develop for Missing Information/Evidence</b> job aid</li> </ul>
38 CFR and M21-1 Manual	<ul style="list-style-type: none"> <li>• M21-1 V.iii.1.F (Dependents for Current- Law Pension Purposes)</li> <li>• 38 CFR 3.204 (Evidence of dependents and age.)</li> <li>• 38 CFR 3.205 (Marriage.)</li> <li>• 38 CFR 3.206 (Divorce.)</li> <li>• 38 CFR 3.207 (Void or annulled marriage.)</li> <li>• 38 CFR 3.208 (Claims based on attained age.)</li> <li>• 38 CFR 3.209 (Birth.)</li> <li>• 38 CFR 3.210 (Child's relationship.)</li> <li>• 38 CFR 3.211 (Death.)</li> <li>• M21-1 III.iii.5.C.3.a (Recognition of Common Law Marriages by State)</li> </ul>

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Reference Type	Reference Name
	<ul style="list-style-type: none"> <li>• M21-1 III.iii.5 (Relationship and Dependency)</li> <li>• M21-1 III.iii.6 (School Attendance)</li> <li>• M21-1 III.iii.5.G (Establishing a Biological Child, Adopted Child, or Stepchild as a Veteran's Child for Department of Veterans Affairs (VA) Purposes)</li> <li>• M21-1 III.iii.5.D.1 (Tribal, Proxy, and Transgender Marriages)</li> <li>• M21-1 III.iii.5.C.2.b (How to Develop for Common Law Marriage)</li> <li>• 38 CFR 3.57(a)(1) (Child: General)</li> <li>• M21-1 III.iii.5.G.6 (Establishing a Stepchild as a Veteran's Child for VA Purposes)</li> <li>• M21-1 III.iii.5.A.4.a (Forms Claimants Must Use to Initiate the Process of Adding a Dependent to Their Award)</li> <li>• M21-1 III.ii.2.B.1.b (Requirements for a Complete Claim Received on or After March 24, 2015)</li> <li>• M21-1 V.i.3.A.2.a (Income Development for Original and Reopened Claims)</li> <li>• M21-1 V.iii.1.F.2.a (General Information on Counting the Income of Dependents)</li> <li>• M21-1 IV.iii.1.A.2.a (Definition: DIC)</li> </ul>

**Apply due process to a claim**

Reference Type	Reference Name
Lesson	Phase 5, Part 5, Lesson 5: <i>Apply/Issue Due Process Provisions</i>
Job Aids	<ul style="list-style-type: none"> <li>• <b>Processing an Award Adjustment</b> job aid</li> <li>• <b>Initial Year</b> job aid</li> <li>• <b>Due Process</b> job aid</li> </ul>
38 CFR and M21-1	<ul style="list-style-type: none"> <li>• M21-1 I.2.A.1.a (Due Process and the U.S. Constitution)</li> </ul>

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Manual	<ul style="list-style-type: none"> <li>• M21-1 I.2.A.1.b (Due Process and VA)</li> <li>• M21-1 III.v.1.I.1 (Overview of Erroneous Payments)</li> <li>• M21-1 III.v.1.I.2 (Adjusting Awards for Erroneous Benefits (Based on Duplicate Payment(s)))</li> <li>• M21-1 III.v.3.B (Adjusting Apportioned Awards)</li> <li>• M21-1 III.iii.6.B (Awards and Adjustments Based upon School Attendance)</li> <li>• M21-1 III.iii.6.B.6.f (Failure to Certify School Attendance)</li> <li>• M21-1 III.iii.5.K (Verification of Marital Status and the Status of Dependents)</li> <li>• M21-1 III.iii.5.K.4 (Failure to Return a Questionnaire)</li> <li>• M21-1 III.v.6.C.1.d (Due Process and Control Procedures for Hospitalization)</li> <li>• 38 CFR 3.103 (Procedural due process and appellate rights.)</li> <li>• 38 CFR 3.551 (Reduction because of hospitalization.)</li> <li>• 38 CFR 3.552 (Adjustment of allowance for aid and attendance.)</li> <li>• M21-1 III.v.8.C.2.b (Providing Notification to an Incarcerated Surviving Spouse)</li> <li>• M21-1 III.v.8.A.2 (Benefit-Specific Effects of a Beneficiary's Incarceration)</li> <li>• M21-1 III.v.9.B.3 (Due Process Requirements for Incompetency Determinations)</li> <li>• M21-1 III.iv.8.A.5.a (Decree by a Court as Notice and Hearing)</li> <li>• M21-1 X.5.2.h (DMF Match Identifies Veteran's Spouse)</li> <li>• M21-1 X.16.2.d (Deciding Whether an Individual Is a Fugitive Felon and Notifying the Beneficiary of the Decision)</li> <li>• M21-1 X.9.F (Income Verification Match (IVM))</li> <li>• M21-1 X.15.2 (Review of SSA Prison Match Worksheets)</li> </ul>

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	<ul style="list-style-type: none"> <li>• M21-1 X.2.5.n (Monthly Entitlement Amount is Erroneous)</li> <li>• M21-1 III.vi.2.A.1 (General Information About Simultaneous Award Adjustments)</li> <li>• M21-1 III.vi.2.A.2 (Processing Simultaneous Award Adjustments)</li> <li>• M21-1 III.v.1.A.3.d (Sample Format for an Administrative Decision)</li> <li>• M21-1 I.2.C (Adverse Action Proposal Period)</li> <li>• M21-1 I.2.C.3 (Hearings Requested in Response to a Proposed Adverse Action)</li> <li>• M21-1 I.2.B.2 (Elements of the Notice of Proposed Adverse Action)</li> <li>• M21-1 I.2.D (Contemporaneous Notice)</li> </ul>

**Recognize whether a waiver withholding is required**

Reference Type	Reference Name
Lesson	Phase 5, Part 5, Lesson 6: <i>Introduction to Overpayments and Waiver Withholdings</i>
Job Aids	<ul style="list-style-type: none"> <li>• <b>Processing an Award Adjustment</b> job aid</li> <li>• <b>Time Limits</b> job aid</li> </ul>
38 CFR and M21-1 Manual	<ul style="list-style-type: none"> <li>• M21-1 III.vi.2.C. (Debt Collection)</li> <li>• M21-1 III.vi.2.B.2.a. (Reviewing Awards for Indebtedness)</li> <li>• M21-1 III.vi.2.B.2.b. (Debt Management)</li> <li>• M21-1 III.vi.2.A.3.a. (Processing a Claimant's Disagreement With an Overpayment)</li> </ul>