PMC VSR Core Course

**Processing a Parents’**

Dependency & Indemnity Compensation (DIC) Claim Checklist

Job Aid

June 2024

This job aid provides a checklist to help you as a new PMC VSR process a parents’ DIC claim. By checking off each item as you review or screen it on the claim form, you will be more confident that you have processed the claim correctly.

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|  | **Action** | **Notes** |
| **Part 1** | Recognize indicators of a parents’ DIC claim (refer to **Claim Types** job aid and **DIC Eligibility Requirements** job aid) |  |
|  | * VA Form 21P-535 (Application for Dependency and Indemnity Compensation by Parent(s) [Including Accrued Benefits and Death Compensation When

Applicable]) |  |
|  | * CESTed: EP 140, 020, 150\*

\*150: These claims are controlled by EP 150 at the Philadelphia PMC |  |
|  | * Parents’ DIC under 1151
* **Note:** The claimant must have raised the issue—the PMC VSR may not infer it from the submitted

claim. |  |
| **Part 2** | Confirm claim characteristics assigned by claims assistant**Note:** You may do this simultaneously with screening for eligibility and determining whether evidence is sufficient. |  |

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|  | **Action** | **Notes** |
|  | * Verify claim type
 |  |
|  | * Verify claim is substantially complete
 |  |
|  | * Verify if priority processing is necessary
 |  |
|  | * Verify date of claim
 |  |
|  | * Verify Power of Attorney (POA)
 |  |
|  | * Verify EP Code and Payee Code
 |  |
|  | * Refer to **End Product (EP) Codes** and **Modifying End Product (EP) Codes** job aids
 |  |
|  | * Verify proof of death of Veteran
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|  | **Action** | **Notes** |
| **Part 3** | Screen claim for lack of eligibility (to determine if claim may be denied without development) |  |
|  | * Is the claim inherently incredible or clearly lack merit?
 |  |
|  | * Refer to **DIC Eligibility Requirements** job aid
 |  |
|  | * Does the claim contain documentation proving the parental relationship (biological, adoptive, foster) stated in the claim?
 |  |
|  | * Based on the information provided, can a parental relationship (biological, adoptive, foster) be established for the claimant?
 |  |
|  | * Are there contesting parental claims?
 |  |
|  | * Is there evidence of abandonment by the parent submitting the claim?
 |  |
|  | * Screen for parent countable income status
 |  |

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|  | **Action** | **Notes** |
|  | * Refer to **Income Classification and Counting Table** job aid
* Refer to **DIC Eligibility Requirements** job aid
 |  |
|  | * Does the claimant’s excess IVAP obviously exclude him/her from entitlement?
* Refer to M21-1 IX.iii.1.D (Parents’ Dependency and Indemnity Compensation (DIC) Authorization)
 |  |
| **Part 4** | Identify missing information/evidence to process claim for parents’ DIC |  |
|  | * Confirm claimant received 5103 notice (if it needs to be sent with development letter)
 |  |
|  | * Confirm that the application is complete
 |  |
|  | * Confirm that death certificate for a deceased Veteran is included with the claim (if Veteran is deceased)
 |  |
|  | * Confirm evidence of service- connection of Veteran’s death
 |  |

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|  | **Action** | **Notes** |
|  | * Review the evidence of record to determine if SC death is shown to be a grant or if it needs to be developed for further evidence
* Location of SC information for Veteran:
	+ The claims folder
	+ Corporate record
	+ VA medical center treatment reports or VA outpatient clinic records
	+ Service treatment records
	+ Private doctor or hospital treatment records
 |  |
|  | * Determine what to develop for parents’ DIC—what, if any, information/evidence is needed
 |  |
|  | * Refer to **DIC Eligibility Requirements** job aid
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|  | **Action** | **Notes** |
|  | * Documentation to establish biological parental relationship to Veteran:
	+ Veteran’s birth certificate showing the name of the parent(s)
	+ Primary evidence
	+ Secondary evidence
 |  |
|  | * Documentation to establish adoptive parental relationship to Veteran:
	+ Final decree of adoption
	+ Impounded adoption records
	+ Foreign adoption
 |  |
|  | * Documentation to establish foster parental relationship to Veteran:
	+ Length of time foster parent must stand in place of biological parent
	+ Relinquishment of control
 |  |
|  | * Evidence of abandonment by parents
 |  |

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|  | **Action** | **Notes** |
|  | * Marital status of claimant
 |  |
|  | * Determine what to develop for income status
	+ Refer to M21-1 IX.iii.1.D (Parents’ Dependency and Indemnity Compensation (DIC) Authorization)
 |  |
|  | * Refer to **Income Classification and Counting Table** job aid
* Refer to **DIC Eligibility Requirements** job aid
 |  |
| **Part 5** | Develop for missing information/evidence (if necessary) (refer to **Develop for Missing Information/ Evidence** job aid) |  |
|  | * Develop for unverified service
 |  |
|  | * Develop for character of discharge
	+ Refer to **COD Determination**

job aid |  |
|  | * Develop for service connection of Veteran death
 |  |

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|  | **Action** | **Notes** |
|  | * Develop for parental relationship related claim information/evidence
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|  | * Develop for abandonment related information/evidence
 |  |
|  | * Develop for contested claim related information/evidence
* **Note:** Processing a contested claim is covered later in the course
 |  |
|  | * Develop for parent countable income status related information/evidence
	+ Refer to M21-1 IX.iii.1.D (Parents’ Dependency and Indemnity Compensation (DIC) Authorization)
 |  |
|  | * Develop for expense-related information
 |  |
|  | * Develop for parent aid and attendance
 |  |
|  | * Refer to **Time Limits** job aid
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|  | **Action** | **Notes** |
|  | * Develop for parents’ DIC under 1151
* **Note:** The claimant must have raised the issue—the PMC VSR may not infer it from the submitted claim
 |  |
| **Part 6** | Determine entitlement to parents’ DIC |  |
|  | * Veteran’s death is SC or under 1151
 |  |
|  | * Parental relationship established (biological, adoptive, foster) to Veteran with no evidence of abandonment
 |  |
|  | * Parent countable income below limit
	+ Refer to M21-1 IX.iii.1.D (Parents’ Dependency and Indemnity Compensation (DIC) Authorization)
 |  |
|  | * Refer to **DIC Eligibility Requirements** job aid
 |  |
|  | * What is the effective date?
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|  | **Action** | **Notes** |
|  | * What is the payment rate and date?
 |  |
|  | * What income will you include?
 |  |
|  | * What income will you exclude?
 |  |
|  | * What expenses will you allow?
 |  |
|  | * Medical
 |  |
|  | * Final
 |  |
|  | * Education
 |  |
| **Part 7** | Determine if claim should be submitted to rating activity |  |

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|  | **Action** | **Notes** |
|  | * Submit for a rating if necessary. When you receive the rating, review for accuracy
	+ Refer to **Ready to Rate** job aid
 |  |
|  | * When you receive the rating, confirm accuracy of a rating decision (not a review for medical accuracy)
	+ Refer to **Confirm Accuracy of a Rating Decision** job aid
 |  |
| **Part****8** | Decide the award action for parents’ DIC |  |
|  | * If granting the benefit, refer to **Processing a Grant of Benefits** job aid
 |  |
|  | * Effective date and reasons for selection
 |  |
|  | * Payment rate and reasons for the rate
 |  |
|  | * If denying the benefit, refer to **Processing a Denial of Benefits** job aid
 |  |
|  | * Service denials
 |  |

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|  | **Action** | **Notes** |
|  | * Parental relationship (biological, adoptive, foster) not established or abandonment eligibility denials
 |  |
|  | * Parent countable income over limit denial (refer to M21-1

IX.iii.1.D Parents’ Dependency and Indemnity Compensation (DIC) Authorization) |  |
|  | * Denial by rating
 |  |
|  | * Denial based on time limit, failure to prosecute/non- entitlement of benefits
 |  |
|  | * Whether granting or denying, refer to **Annotations** job aid to annotate your PMC VSR notes about deciding the award action in the applicable system
 |  |
| **Part****9** | Prepare the decision notice for a parents’ DIC claim |  |
|  | * If granting the benefit, refer to **Processing a Grant of Benefits** job aid
 |  |
|  | * Create decision notice
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|  | **Action** | **Notes** |
|  | * Select the contents of notification letter
 |  |
|  | * If denying the benefit, refer to **Processing a Denial of Benefits** job aid
 |  |
|  | * Create decision notice
 |  |
|  | * Determine contents of claimant notification letter
 |  |
| **Part****10** | Submit the claim to the Authorizer |  |
|  | * Whether granting, denying, or adjusting refer to **Annotate the Award Checklist** job aid to document your final PMC VSR notes about the award in the applicable system
 |  |
|  | * Save completed work, including decision notice, in appropriate locations according to local procedures
 |  |
|  | * Submit the claim and decision notice for review by Authorizer according to local procedures
 |  |

Remember, these steps are broken out into distinct tasks for instructional purposes only: an experienced PMC VSR may complete many of the tasks simultaneously.