

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 |  |
|  | * 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.