Pension and fiduciary service

PMC VSR Intermediate Core Course  
Phase 5: Proficiency Development  
Part 4: Prepare the Decision Notice

Apply/Issue Due Process Provisions

Appendix A

December 2024

Example Claim Activity—Apply Due Process Provisions

Review the example claim. Use the job aids listed on the trainee guide to help you answer the following questions.

1. What is the reason for due process?

1. What is the effective date of adverse action?
2. What is the adjusted benefit amount?
3. What type of notice do you sent to the claimant (Due process or contemporaneous notice)?
4. What information should be included in the notice to the claimant?