Pension and Fiduciary Service

PMC VSR Advanced Core Course Phase 6: Practical Application and Experience

Process a Request for Renouncement of Benefits

Trainee Guide

July 2024

Process a Request for Renouncement of Benefits

Lesson Overview

| Topic | Description |
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| Time Estimate: | 2 hours |
| Purpose of the Lesson: | This lesson is part of the entry-level course for PMC VSRs. The purpose of this lesson is to train PMC VSRs to process a request for renouncement of benefits through demonstration, practice, and feedback.  |
| Prerequisite Training Requirements: | Prior to taking the Process a Request for Renouncement of Benefits lesson, you must complete the entry-level course Phases 1–5.6.  |
| Target Audience: | This lesson is for entry-level PMC VSRs. |
| Lesson References: | * M21-1 VI.i.1.A (Decision Authorization)
* M21-1 X.iv.4. (Renouncements)
* M21-1 X.iv.4.1.b (Acceptable Means of Renouncing the Right to a Benefit)
* M21-1 X.iv.4.3.d. (Notification of Renouncement of the Right to Pension or Parents DIC)
* M21-1 X.iv.4.3.e. (Notification of Renouncement of the Right to Benefits Other Than Pension or Parents DIC
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| Technical Competencies: | * Processing Claims (PMC VSR)
* Income Counting and Net Worth
* Special Monthly Pension (SMP) Processing
* VBA Applications (PMC VSR)
* Program Benefits and Eligibility (PMC VSR)
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| Knowledge Check | Phase 6 Process a Request for Renouncement of Benefits Knowledge Check |
| Lesson Objectives: | * Process a request for renouncement of benefits.
* Determine if renouncement evidence is clear and unambiguous.
* Determine if there is evidence of another issue.
* Process the renouncement in VBMS.
* Prepare decision notice notifying claimant of the renouncement.
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| What You Need: | * Trainee guide
* **Access to the Process a Renouncement of Benefits Checklist** job aid from VSR Assistant
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| PowerPoint Slides | Notes |
| --- | --- |
| Process a Request for Renouncement of Benefits  |  |
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 |  |
| Why It Matters!It is important that you understand how to correctly process a renouncement as it involves terminating a benefit at the request of the beneficiary. Terminating a benefit without the proper request for renouncement from the beneficiary can cause financial hardship for the beneficiary. |  |
| Reasons for Renouncement of Benefits* Beneficiaries desiring to renounce their right to a benefit usually fall into one of the following categories:
	+ Beneficiaries who want to qualify for a low income program such as Medicaid or government housing
	+ Beneficiaries who became entitled to income (SSA), failed to report it in a timely manner, and request renouncement to avoid overpayment
	+ DIC beneficiaries who have remarried and failed to report it in a timely manner
	+ DIC children who qualify for DEA, failed to report it in a timely manner, and request renouncement to avoid overpayment
 |  |
| Processing a Renouncement of Benefits* **Processing an Award Renouncement** job aid
	+ Enter information in VBMS-A
	+ Generate award
	+ Prepare decision notice
	+ Submit to Authorizer
 |  |
| ****Demonstration—****Determine if Renouncement Evidence is Clear and UnambiguousIndicates a demonstration should be performed* Confirm that a written and signed request from the beneficiary was sent to the VA requesting renouncement of benefits.

Confirm that the request for renouncement is clear and unambiguous. |  |
| ****Demonstration—****Determine if There is Evidence of Another IssueIndicates a demonstration should be performed* Depending on the reason for renouncement, development may be required
	+ Change in income/net worth or dependency
	+ If claim indicates other means of support, such as marriage or social security, but does not state what it is
* **If development is required due to indication of other issues such as dependency or net worth, you would process an award adjustment:**
	+ **EP 130 for dependency**
	+ **EP 150 for income/net worth**
 |  |
| Demonstration--Enter Information in VBMS-AIndicates a demonstration should be performed* Follow the steps outlined in the **Processing an Award Renouncement** job aid
* Enter information to terminate the current award
* Generate the award
 |  |
| ****Demonstration—Prepare the Decision Notice Confirming Renouncement****Indicates a demonstration should be performedEnsure the decision notice contains required information:* M21-1 X.iv.4.3.d. (Notification of Renouncement of the Right to Pension or Parents DIC)
* M21-1 X.iv.4.3.e. (Notification of Renouncement of the Right to Benefits Other Than Pension or Parents DIC
 |  |
| ****Demonstration—Submit the Claim to the Authorizer***** Route the claim to the Authorizer through the National Work Queue
* Save the letter based on local procedures

**Indicates you should demonstrate an action** |  |

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| Lesson Summary Time Allowed: 10 minutes |  |
| What’s Next?* **Complete the Process a Request for Renouncement of Benefits evaluation course using TMS ID 4408420**
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