



PENSION AND FIDUCIARY SERVICE

PMC VSR Advanced Core Course
Phase 5: Stages of a Claim
Part 1: Determine Eligibility

Lesson 16: Establish Periods for Calculating Income

Trainee Guide

October 28, 2016

Version 1.0

Lesson 16: Establish Periods for Calculating Income
Trainee Guide

Establish Periods for Calculating Income

Lesson Overview

Topic	Description
Time Estimate:	2 hours
Purpose of the Lesson:	The purpose of this lesson is to prepare the novice PMC VSR to select the correct dates and periods of time for calculating income when determining eligibility.
Prerequisite Training Requirements:	Prior to taking the Establish Periods for Calculating Income lesson, you must complete PMC VSR Core Course Phases 1–4 and Phase 5, Part 1, lessons 1–15. (Refer to the Master Course Map learning aid for a list of lessons.)
Target Audience:	This lesson is for entry-level PMC VSRs.

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Topic	Description
Lesson References:	<ul style="list-style-type: none"> • Master Course Map learning aid • M21-1 V.i.3.A.3.c (Reporting Period for Current-Law Pension) • M21-1 V.iii.1.A.3.g (Definition of Initial Year for Pension and Time Limit for Establishing Entitlement for the Initial Year) • M21-1 V.iii.1.A.4 (Pension and Parents' DIC Award Effective Dates and Payment Dates) • M21-1 V.iii.1.A.5 (General Information on the Payment Date Under 38 CFR 3.31) • M21-1 V.iii.1.E.7.a (Definition: Initial Period) • M21-1 V.iii.1.E.7.k (Counting the Initial 12 Months of Income for Disallowed Claims) • M21-1 V.iii.1.E.7.l (Counting the Second 12 Months of Income for Disallowed Claims) • M21-1 V.iii.1.G.4.p (Overlapping Initial Year and Calendar Year Periods) • M21-1 V.iii.1.H.1.b (Time Limit to Furnish Amended Income Information to Increase the Rate) • M21-1 V.iii.1.H.1.c (Definition: Same Calendar Year) • 38 CFR 3.31 (Commencement of the period of payment) • 38 CFR 3.400—3.404 (Effective Dates) • Income and Net Worth Status job aid • Initial Year job aid
Knowledge Check:	Phase 5, Part 1(c) Income Eligibility Knowledge Check
Technical Competencies:	<ul style="list-style-type: none"> • Income Counting and Net Worth • Program Benefits and Eligibility (PMC VSR)

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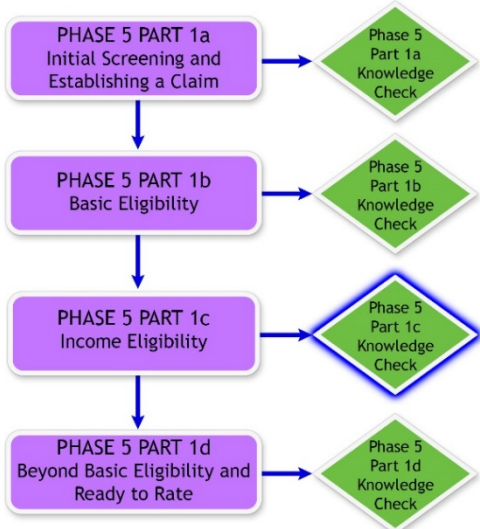
Topic	Description
Lesson Objectives:	<ul style="list-style-type: none"> • Establish periods for calculating income. <ul style="list-style-type: none"> ○ Select the effective date. ○ Derive the payment date. ○ Select the dates of initial year period. ○ Select the dates of the overlap period between the initial year and calendar year. ○ Select the dates beginning and ending the second 12-month period.
What You Need:	<ul style="list-style-type: none"> • Master Course Map learning aid • Access to the following job aids from VSR Assistant: <ul style="list-style-type: none"> ○ Income and Net Worth Status job aid ○ Initial Year job aid • Appendix A: Establishing Dates for Calculating Income worksheet • Effective Dates EPSS • Example claim materials: <ul style="list-style-type: none"> ○ Claim 1: Original claim for Veterans Pension ○ Claim 2: Original claim for Survivors Pension

PowerPoint Slides	Notes
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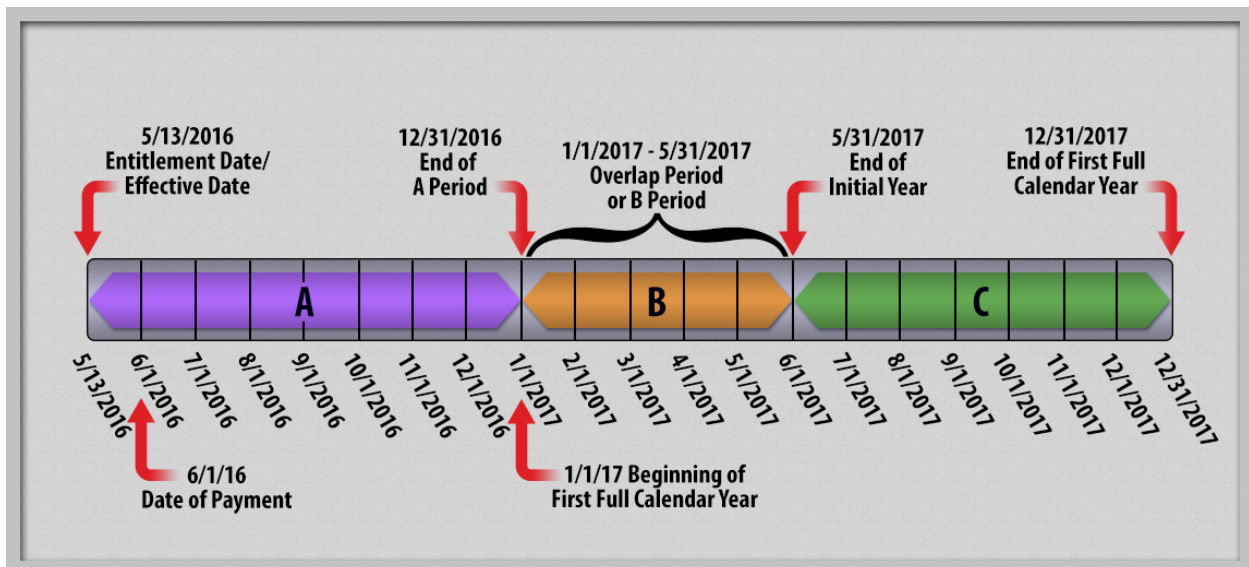
PowerPoint Slides	Notes
<p>You Are Here</p> <pre> graph TD subgraph MainFlow [Main Process Flow] P1[PHASE 5 PART 1 Determine Eligibility] --> P2[PHASE 5 PART 2 Process a Claim] P2 --> P3[PHASE 5 PART 3 Promulgate Non-Rating or Rating Decision] P3 --> P4[PHASE 5 PART 4 Prepare Decision Notice] P4 --> P5[PHASE 5 PART 5 Award Adjustments] end subgraph BranchFlow [Branch Process Flow] P1a[PHASE 5 PART 1a Initial Screening and Establish a Claim] --> P1b[PHASE 5 PART 1b Basic Eligibility] P1b --> P1c[PHASE 5 PART 1c Income Eligibility] P1c --> P1d[PHASE 5 PART 1d Beyond Basic Eligibility and Ready to Rate] end P1 --- P1a </pre>	
<p>Why It Matters!</p> <ul style="list-style-type: none"> • Establish Periods for Calculating Income • Determine Types of Income • Select Qualifying Expenses • Determine Income Status • Determine Net Worth Status 	
<p>Technical Competencies</p> <ul style="list-style-type: none"> • Income Counting and Net Worth • Program Benefits and Eligibility (PMC VSR) 	

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PowerPoint Slides	Notes
<p>Objectives</p> <ul style="list-style-type: none">• Establish periods for calculating income.<ul style="list-style-type: none">○ Select the effective date.○ Derive the payment date.○ Select the dates of initial year period.○ Select the dates of the overlap period between the initial year and calendar year.○ Select the dates beginning and ending the second 12-month period.	
<p>Knowledge Check</p>  <pre>graph TD; A[PHASE 5 PART 1a Initial Screening and Establishing a Claim] --> B{Phase 5 Part 1a Knowledge Check}; B --> C[PHASE 5 PART 1b Basic Eligibility]; C --> D{Phase 5 Part 1b Knowledge Check}; D --> E[PHASE 5 PART 1c Income Eligibility]; E --> F{Phase 5 Part 1c Knowledge Check}; F --> G[PHASE 5 PART 1d Beyond Basic Eligibility and Ready to Rate]; G --> H{Phase 5 Part 1d Knowledge Check};</pre> <p>The diagram illustrates a four-step process for Phase 5. Each step is represented by a purple rounded rectangle, and each step is followed by a green diamond-shaped knowledge check. The steps are: 1. PHASE 5 PART 1a: Initial Screening and Establishing a Claim; 2. PHASE 5 PART 1b: Basic Eligibility; 3. PHASE 5 PART 1c: Income Eligibility; 4. PHASE 5 PART 1d: Beyond Basic Eligibility and Ready to Rate. Arrows indicate the sequential flow from one step to the next, with a side arrow pointing to the corresponding knowledge check for each step.</p>	

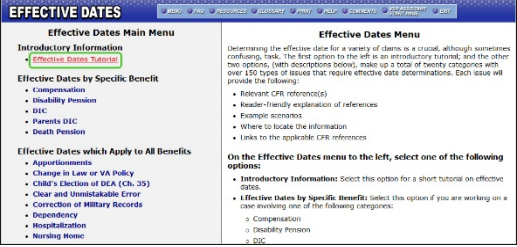
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PowerPoint Slides	Notes
<p>Overview of Dates and Periods When Calculating Income</p>	



PowerPoint Slides	Notes
<p>Relevance of Dates for Eligibility</p> <ul style="list-style-type: none"> • Calculation of income • Deduction of expenses • Time limits for establishing entitlement 	

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PowerPoint Slides	Notes
<p>Determine Period For Establishing Entitlement</p> <ul style="list-style-type: none"> • Effective date • Entitlement date • Financial decision effective date • Payment date • Initial year • Initial period • Same calendar year • Period A • Period B 	
<p>Effective Date and Payment Date</p> 	

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EFFECTIVE DATES	
<p style="text-align: center;">Effective Dates Main Menu</p> <p>Introductory Information</p> <ul style="list-style-type: none"> • Effective Dates Tutorial <p>Effective Dates by Specific Benefit</p> <ul style="list-style-type: none"> • Compensation • Disability Pension • DIC • Parents DIC • Death Pension <p>Effective Dates which Apply to All Benefits</p> <ul style="list-style-type: none"> • Apportionments • Change in Law or VA Policy • Child's Election of DEA (Ch. 35) • Clear and Unmistakable Error • Correction of Military Records • Dependency • Hospitalization • Nursing Home 	<p style="text-align: center;">Effective Dates Menu</p> <p>Determining the effective date for a variety of claims is a crucial, although sometimes confusing, task. The first option to the left is an introductory tutorial; and the other two options, (with descriptions below), make up a total of twenty categories with over 150 types of issues that require effective date determinations. Each issue will provide the following:</p> <ul style="list-style-type: none"> • Relevant CFR reference(s) • Reader-friendly explanation of references • Example scenarios • Where to locate the information • Links to the applicable CFR references <p>On the Effective Dates menu to the left, select one of the following options:</p> <ul style="list-style-type: none"> • Introductory Information: Select this option for a short tutorial on effective dates. • Effective Dates by Specific Benefit: Select this option if you are working on a case involving one of the following categories: <ul style="list-style-type: none"> ○ Compensation ○ Disability Pension ○ DIC

PowerPoint Slides	Notes
<p>Exercise: Effective Date and Payment Date</p> <ul style="list-style-type: none"> • Instructions: <ul style="list-style-type: none"> ○ Work with a partner. ○ Complete Part A of the Establishing Dates for Calculating Income worksheet. ○ Be prepared to share your answers with the class. • Time allowed: 15 minutes. 	

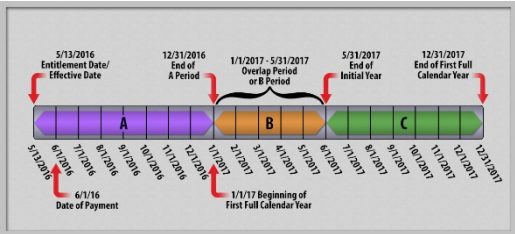
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PowerPoint Slides	Notes
<p>Exercise: Effective Date and Payment Date Answers</p> <ul style="list-style-type: none">• Claim 1: Veterans Pension<ul style="list-style-type: none">○ Effective date?○○ Payment date?○• Claim 2: Survivors Pension<ul style="list-style-type: none">○ Effective date?○○ Payment date?○	
<p>Initial Year / Initial Period</p> <ul style="list-style-type: none">• Period extending from the effective date of the award, or date of the Veteran's death, through the end of the month that is 12 months from the month during which pension entitlement arose• "Initial year" and "initial period" refer to the same period of time and are used interchangeably	

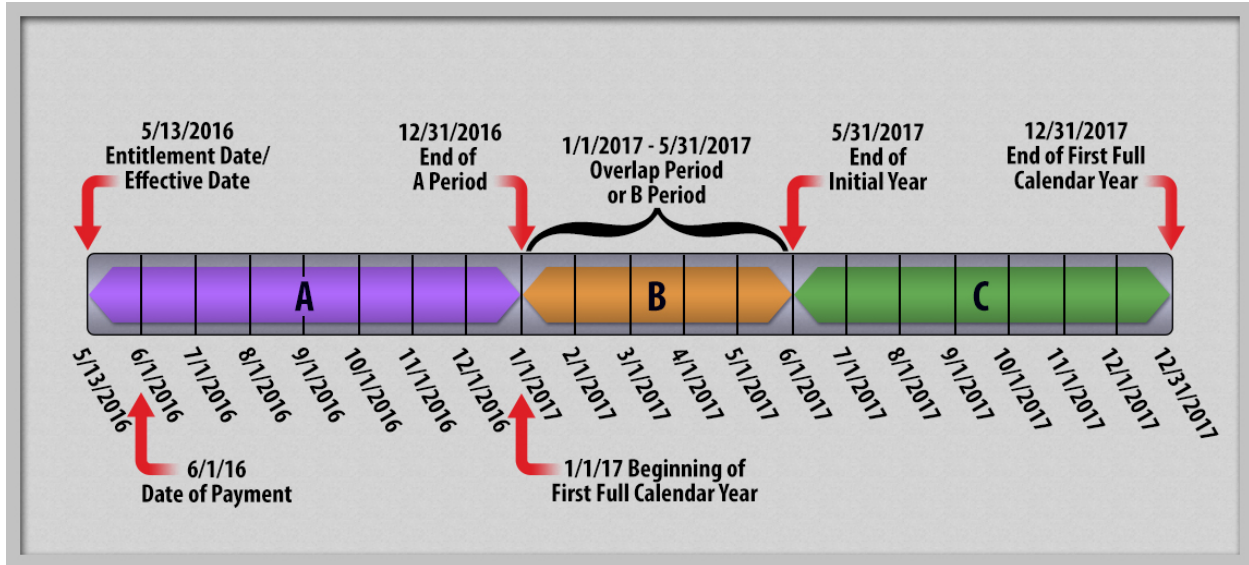
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PowerPoint Slides	Notes
<p>Initial Year Examples</p> <ul style="list-style-type: none">• Live (Veterans) Pension: If the claim is received on April 19, 2016, then the initial period is April 19, 2016, through April 30, 2017• Survivors Pension: If the Veteran died on February 2, 2015, and the claim is received on:<ul style="list-style-type: none">○ May 5, 2015 (within one year after the date of death), then the initial period is February 2, 2015, through February 29, 2016○ May 5, 2016 (more than one year after the date of death), then the initial period is May 5, 2016, through May 30, 2017	
<p>Exercise: Dates of Initial Year</p> <ul style="list-style-type: none">• Instructions:<ul style="list-style-type: none">○ Work with a partner.○ Complete Part B of the Establishing Dates for Calculating Income worksheet.○ Be prepared to share your answers with the class.• Time allowed: 10 minutes	

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PowerPoint Slides	Notes
<p>Exercise: Dates of Initial Year Answers (1 of 2)</p> <ul style="list-style-type: none"> • Claim 1: Veterans Pension <ul style="list-style-type: none"> ○ What is the beginning date of the initial year? ○ ○ What is the ending date of the initial year? ○ 	
<p>Exercise: Dates of Initial Year Answers (2 of 2)</p> <ul style="list-style-type: none"> • Claim 2: Survivors Pension <ul style="list-style-type: none"> ○ What is the beginning date of the initial year? ○ ○ What is the ending date of the initial year? ○ 	
<p>Calendar Year and Overlap of Initial Year</p> 	

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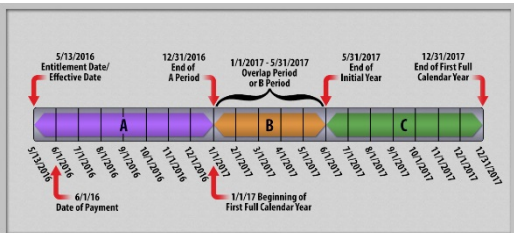


PowerPoint Slides	Notes
<p>Calendar Year and Overlap of Initial Year Answers</p> <ul style="list-style-type: none"> • What are the dates of the initial year? <ul style="list-style-type: none"> ○ • What are the dates of the first calendar year? <ul style="list-style-type: none"> ○ • What are the dates of the overlap period? <ul style="list-style-type: none"> ○ • What are the dates of the "A" period? <ul style="list-style-type: none"> ○ • What are the dates of the "B" period"? <ul style="list-style-type: none"> ○ 	

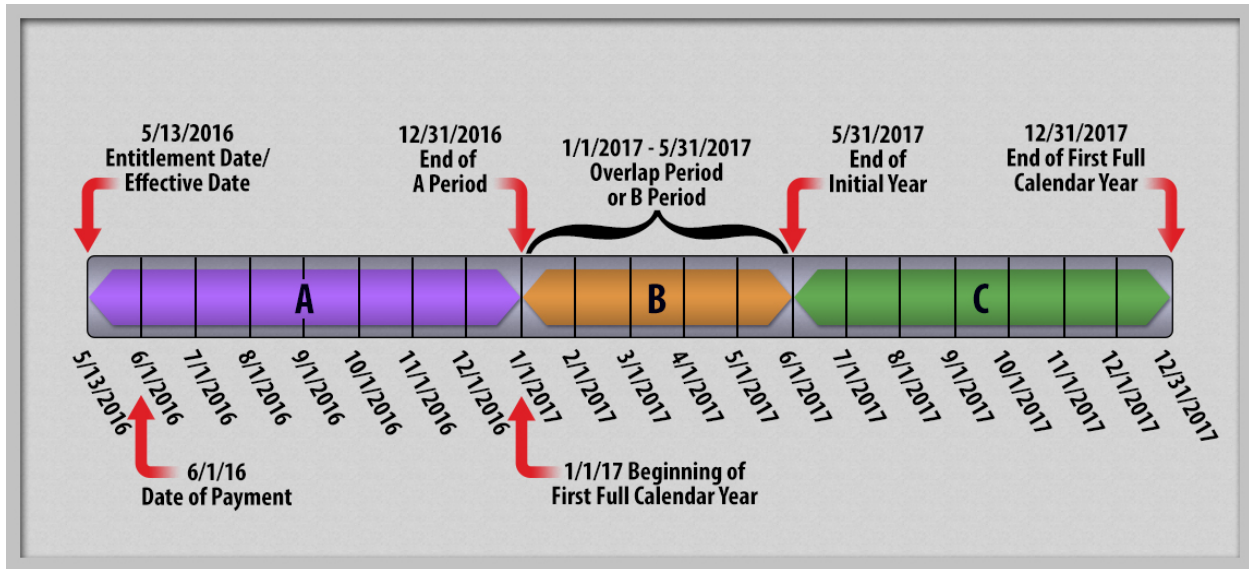
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PowerPoint Slides	Notes
<p>Exercise: Dates of Overlap</p> <ul style="list-style-type: none">• Instructions:<ul style="list-style-type: none">○ Work with a partner.○ Complete Part C of the Establishing Dates for Calculating Income worksheet.○ Be prepared to share your answers with the class.• Time allowed: 10 minutes	
<p>Exercise: Dates of Overlap Answers (1 of 2)</p> <ul style="list-style-type: none">• Claim 1: Veterans Pension<ul style="list-style-type: none">○ What are the dates of the initial year?○○ What are the dates of the first calendar year?○○ What are the dates of the overlap period?○○ What are the dates of the "A" period?○○ What are the dates of the "B" period"?○	

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PowerPoint Slides	Notes
<p>Exercise: Dates of Overlap Answers (2 of 2)</p> <ul style="list-style-type: none"> • Claim 2: Survivors Pension <ul style="list-style-type: none"> ○ What are the dates of the initial year? ○ ○ What are the dates of the first calendar year? ○ ○ What are the dates of the overlap period? ○ ○ What are the dates of the "A" period? ○ ○ What are the dates of the "B" period"? ○ . 	
<p>Second 12 Months</p> <ul style="list-style-type: none"> • M21-1 V.iii.1.E.7.k (Counting the Initial 12 Months of Income for Disallowed Claims) • M21-1 V.iii.1.E.7.l (Counting the Second 12 Months of Income for Disallowed Claims) 	<ul style="list-style-type: none"> •
<p>Second 12 Months</p>  <p>The diagram illustrates a timeline from 5/13/2016 to 12/31/2017. Key dates include: 5/13/2016 (Entitlement Date/Effective Date), 6/1/16 (Date of Payment), 12/31/2016 (End of A Period), 1/1/2017 (Beginning of First Full Calendar Year), 1/1/2017 - 5/31/2017 (Overlap Period or B Period), 5/31/2017 (End of Initial Year), and 12/31/2017 (End of First Full Calendar Year). Periods A, B, and C are marked along the timeline.</p>	

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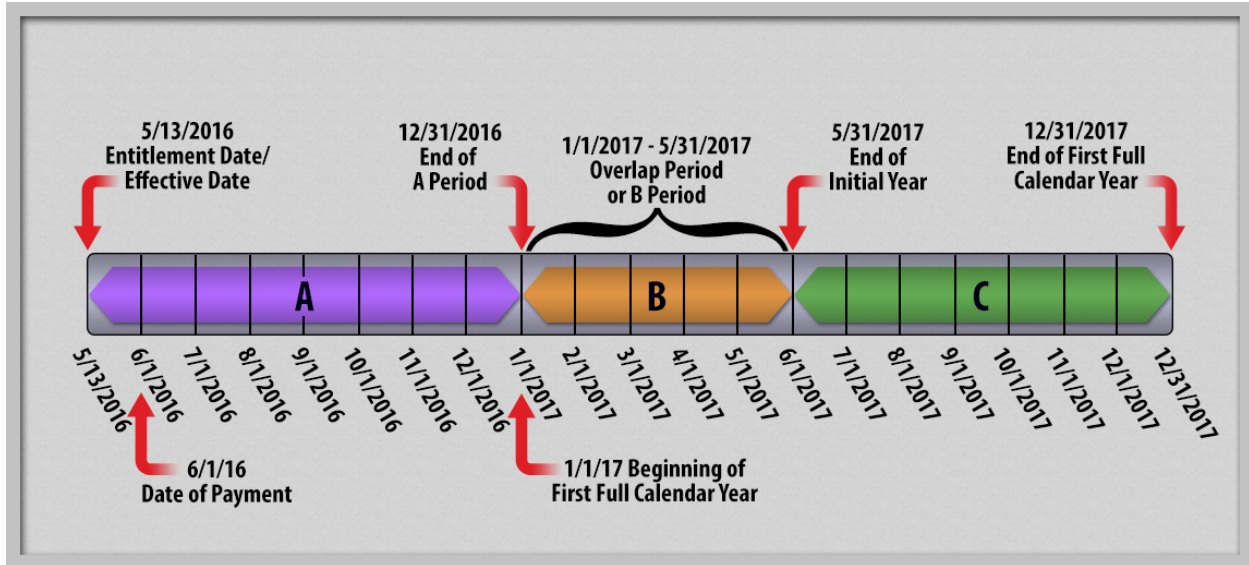



PowerPoint Slides	Notes
<p>Exercise: Dates of Second 12-Month Period</p> <ul style="list-style-type: none"> • Instructions: <ul style="list-style-type: none"> ○ Work with a partner. ○ Complete Part D of the Establishing Dates for Calculating Income worksheet. ○ Be prepared to share your answers with the class. • Time allowed: 10 minutes 	

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PowerPoint Slides	Notes
<p>Exercise: Dates of Second 12-Month Period Answers (1 of 2)</p> <ul style="list-style-type: none"> • Claim 1: Veterans Pension <ul style="list-style-type: none"> ○ What is the beginning date of the second 12-month period? ○ ○ What is the ending date of the second 12-month period? ○ 	
<p>Exercise: Dates of Second 12-Month Period Answers (2 of 2)</p> <ul style="list-style-type: none"> • Claim 2: Survivors Pension <ul style="list-style-type: none"> ○ What is the beginning date of the second 12-month period? ○ ○ What is the ending date of the second 12-month period? ○ 	
<p>Lesson Summary</p> <p>The diagram illustrates a timeline with three distinct periods labeled A, B, and C. Period A (purple) spans from 5/13/2016 to 12/31/2016. Period B (orange) spans from 1/1/2017 to 5/31/2017. Period C (green) spans from 6/1/2017 to 12/31/2017. Key dates are marked: 5/13/2016 (Entitlement Date/Effective Date), 12/31/2016 (End of A Period), 1/1/2017 (Beginning of First Full Calendar Year), 5/31/2017 (End of Initial Year), and 12/31/2017 (End of First Full Calendar Year). A date of 6/1/16 is also marked as the Date of Payment.</p>	<ul style="list-style-type: none"> •

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PowerPoint Slides	Notes
<p>Questions?</p> 	
<p>What's Next?</p> <p>Phase 5: Stages of a Claim, Part 2: Determine Income Eligibility, Lesson 17: Determine Types of Income</p>	