



## PENSION AND FIDUCIARY SERVICE

PMC VSR Advanced Core Course  
Phase 5: Stages of a Claim  
Part 5: Award Adjustments

# **Lesson 1: Determine Qualifying Expense Adjustments**

Lesson Plan

March 24, 2017

Version 1.0

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**Lesson Plan**

**Determine Qualifying Expense Adjustments**

**Lesson Overview**

<b>Topic</b>	<b>Description</b>
Time Estimate:	4 hours
Purpose of the Lesson:	This lesson is part of the entry-level curriculum, Core Course for PMC VSRs. The purpose of this lesson is to prepare PMC VSRs to recognize and accurately calculate award adjustments for unreimbursed medical, final, and educational expenses.
Prerequisite Training Requirements:	Prior to taking the Determine Qualifying Expense Adjustments lesson, trainees must complete PMC VSR Core Course Phases 1-4, Phase 5 Parts 1-4. (Refer to the <b>Master Course Map</b> learning aid for a list of lessons.)
Target Audience:	This lesson is for entry-level PMC VSRs.
Lesson References:	<ul style="list-style-type: none"> <li>• <b>Master Course Map</b> learning aid</li> <li>• Compensation and Pension Knowledge Management (CPKM)</li> <li>• VA Form 21-8049 (Request for Detail of Expenses)</li> <li>• VA Form 21P-8416 (Medical Expense Report)</li> <li>• M21-1 V.i.3.D.2 (Developing for Unreimbursed Medical Expenses)</li> <li>• M21-1 V.i.3.D.3 (Developing for Unreimbursed Funeral and Other Final Expenses)</li> <li>• M21-1 V.i.3.D.4 (Developing for Unreimbursed Educational Expenses)</li> <li>• M21-1 V.iii.1.A.3.g (Definition of Initial Year for Pension and Time Limit for Establishing Entitlement for the Initial Year)</li> <li>• M21-1 V.iii.1.A.5.b. (Provisions of 38 CFR 3.31)</li> <li>• M21-1 V.iii.1.A.5.c. (History of 38 CFR 3.31)</li> <li>• M21-1 V.iii.1.A.5.d. (Determining Whether to Apply 38 CFR 3.31)</li> <li>• M21-1 V.iii.1.A.5.i. (Example 2: Re-computing Awards Based on New Income Information)</li> </ul>

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Topic	Description
	<ul style="list-style-type: none"> <li>• M21-1 V.iii.1.E.7.b (Deductible Medical Expenses Paid During the Initial Year)</li> <li>• M21-1 V.iii.1.G.2 (Unreimbursed Medical Expense (UME) Deductions) <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.2.a. (Rules for Deductibility of UMEs)</li> <li>○ M21-1 V.iii.1.G.2.c. (List of Common Allowable Medical Expenses)</li> </ul> </li> <li>• M21-1 V.iii.1.G.3 (Sources of Medical Expenses) <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.j. (Medical Expense Deduction for Nursing Home Fees)</li> <li>○ M21-1 V.iii.1.G.3.l. (Medical Expense Deduction for ALF Fees)</li> <li>○ M21-1 V.iii.1.G.3.p. (In-Home Attendants for a Disabled Person Not in Need of A&amp;A or Housebound)</li> <li>○ M21-1 V.iii.1.G.3.q. (Documentation of In-Home Attendant Fees)</li> <li>○ M21-1 V.iii.1.G.3.t. (Medicare Premiums)</li> <li>○ M21-1 V.iii.1.G.3.u. (Nonprescription Drugs, Medical Supplies, Vitamins, Food Supplements, and Herbal remedies)</li> </ul> </li> <li>• M21-1 V.iii.1.G.4 (Processing UME Deductions)</li> <li>• M21-1 V.iii.1.G.4.a. (General Rule on Allowing Medical Expenses)</li> <li>• M21-1 V.iii.1.G.4.b. (Information Required for a Medical Expense Deduction Claim)</li> <li>• M21-1 V.iii.1.G.6. (Final Expense Deductions – Overview and Definitions)</li> <li>• M21-1 V.iii.1.G.7.c. (Example 2: General Rule for Deducting Final Expenses)</li> <li>• M21-1 V.iii.1.G.7.d. (Example 3: Final Expenses Paid During the Calendar Year Following the Year of Death)</li> <li>• M21-1 V.iii.1.G.7.e. (Example 4: Final Expenses Paid by the Surviving Spouse Before the Veteran’s Death)</li> </ul>

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Topic	Description
	<ul style="list-style-type: none"> <li>• M21-1 V.iii.1.G.7.f. (Example 5: Final Expenses Paid by the Surviving Spouse After the Veteran’s Death but Before the Date of Pension Entitlement)</li> <li>• M21-1 V.iii.1.G.7.g. (Example 6: Final Expenses Paid by the Surviving Spouse Before the Veteran’s Death and During the Calendar Year Following the Year of Death)</li> <li>• M21-1 V.iii.1.G.8 (Educational Expense Deductions)</li> <li>• M21-1 V.iii.1.G.8.c. (Period of Deduction)</li> <li>• 38 CFR 3.262.p. (Final expenses)</li> <li>• <b>Annotate the Award Checklist</b> job aid</li> <li>• <b>Care Expense Guide</b> job aid</li> <li>• <b>Develop for Missing Information/Evidence</b> job aid</li> <li>• <b>Income and Net Worth Status</b> job aid</li> <li>• <b>Initial Year</b> job aid</li> <li>• <b>Integration of Medical Expenses in VBMS-A</b> job aid</li> <li>• <b>Processing an Award Adjustment</b> job aid</li> <li>• <b>Time Limits</b> job aid</li> </ul>
Technical Competencies:	<ul style="list-style-type: none"> <li>• Processing Claims (PMC VSR)</li> <li>• Income Counting and Net Worth</li> <li>• Special Monthly Pension (SMP) Processing</li> <li>• VBA Applications (PMC VSR)</li> </ul>
Knowledge Check:	Phase 5: Stages of Claim, Part 5a Award Adjustments Knowledge Check
Lesson Objectives:	<p>Determine qualifying expense adjustments.</p> <ul style="list-style-type: none"> <li>• Determine whether medical expense qualifies for an award adjustment.</li> <li>• Determine whether final expense qualifies for an award adjustment.</li> <li>• Determine whether educational expense qualifies for an award adjustment.</li> </ul>

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<b>Topic</b>	<b>Description</b>
What You Need (1 of 2):	<ul style="list-style-type: none"><li>• Lesson Plan</li><li>• <b>Master Course Map</b> learning aid</li><li>• Slides</li><li>• Projector</li><li>• Access to CPKM</li><li>• Access to VBMS-A academic mode</li><li>• Access to the following job aids from VSR Assistant:<ul style="list-style-type: none"><li>○ <b>Annotate the Award Checklist</b> job aid</li><li>○ <b>Care Expense Guide</b> job aid</li><li>○ <b>Develop for Missing Information/Evidence</b> job aid</li><li>○ <b>Income and Net Worth Status</b> job aid</li><li>○ <b>Initial Year</b> job aid</li><li>○ <b>Integration of Medical Expenses in VBMS-A</b> job aid</li><li>○ <b>Processing an Award Adjustment</b> job aid</li><li>○ <b>Time Limits</b> job aid</li></ul></li></ul>


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Topic	Description
What You Need (2 of 2):	<ul style="list-style-type: none"> <li>• Claim 1 (pmc_vsr_case_1c) for is for medical expenses on a Veteran pension running award. It is a simple claim with no CMEs but with both initial and calendar year expenses. Medical expenses are listed on VA Form 21P-8416, Medical Expenses.</li> <li>• Claim 2 (pmc_vsr_case_7) is for medical expenses on survivor's pension running award. It includes VA Form 21P-8416 and initial and calendar year expenses (combination of CME and other medical expenses for both initial and calendar year). Medical expenses from the application should already be entered into the VBMS-A academy mode medical expense tab in order to compare with the medical expense adjustments.</li> <li>• Claim 3 (pmc_vsr_case_4a) is for medical expenses that require development.</li> <li>• Claim 4 (pmc_vsr_case_4b) is for medical expenses on a Veteran pension running award from a Veteran with dependents. Multiple medical expenses are from the Veteran, spouse, and helpless child dependent) and are a combination of CME, and other medical expenses, including some that are denied. Include VA Form 21P-8416, Care Expense Statement, and/or VA Form 21-0779. Medical expenses from the application should already be entered into the VBMS-A academy mode medical expense tab in order to compare with the medical expense adjustments.</li> <li>• Claim 5 (pmc_vsr_case_9a) is for final expenses. It includes several final expenses so one may be used for demonstration and the others for practice exercises. One of the final expenses is not complete and requires development. Other income and expenses should be already entered into the VBMS-A academy mode because this is an adjustment.</li> <li>• Claim 6 (pmc_vsr_case_9a) is for educational expenses on a running award. It includes several educational expenses so one may be used for demonstration and the others for practice exercises. One of the educational expenses is not complete and requires development. Other income and expenses should be already entered into the VBMS-A academy mode because this is an adjustment.</li> </ul>


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### Instructor Notes

This lesson provides trainees with the information, resources, and references to understand and perform determining the award adjustment for qualifying expenses. The job aids in this lesson will provide additional guidance on processing award adjustments for submitted expenses.

PowerPoint Slides	Instructor Activities
<p><b>Lesson 1: Determine Qualifying Expense Adjustments</b></p>	<p><b>DISPLAY</b> slide  <b>1.</b> "Lesson 1: Determine Qualifying Expense Adjustments"</p> <p><b>INTRODUCE</b> yourself as the instructor.</p> <p><b>INTRODUCE</b> the lesson.</p>
<p><b>You Are Here</b></p>	<p><b>DISPLAY</b> slide  <b>2.</b> "You Are Here"</p>  <p><b>REFER</b> to the <b>Master Course Map</b> learning aid in the Trainee Guide.</p> <p><b>INFORM</b> trainees that this lesson is a part of Phase 5, Part 5: Award Adjustments.</p>

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PowerPoint Slides	Instructor Activities
<p><b>Why It Matters!</b></p> <p><b>Scenario:</b></p> <p>Andrew Roberts is a Veteran that has been in receipt of NSC pension since July 2012. His only source of continuing medical expenses are his Medicare Part B Premiums, which is reported on a 2016 SHARE print as \$104.90 monthly. On January 18, 2017 he submits a completed VA Form 21-8416, Medical Expense Report, for his 2016 annual unreimbursed medical expenses. He reports his monthly Medicare Part B premium of \$104.90, co-pays to his doctor of \$125.00 annually, prescriptions of \$650.00 annually, and over-the-counter medications of \$225.00 annually. You perform a SSA inquiry in 2017 verifying his updated Medicare Part B Premium for 2017 has increased to \$106.00 per month.</p>	<p><b>DISPLAY</b> slide</p> <p><b>3.</b> "Why It Matters!"</p> <p><b>SELECT</b> one of the trainees to read the scenario aloud.</p> <p style="text-align: center;"></p> <p><b>ASK</b> the trainees to consider the following questions:</p> <ul style="list-style-type: none"> <li>• What are Mr. Robert's 2016 Unreimbursed Medical Expenses (UMEs)?</li> <li>• What are Mr. Robert's 2016 Continuing Medical Expenses (CMEs)?</li> <li>• What are Mr. Robert's 2017 Continuing Medical Expenses (CMEs)?</li> </ul> <p><b>REMINDE</b> trainees that they learned about calculating medical expenses earlier in the course.</p>






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PowerPoint Slides	Instructor Activities
<p><b>Why It Matters Answers</b></p> <ul style="list-style-type: none"> <li>• What are Mr. Robert’s 2016 Unreimbursed Medical Expenses (UMEs)? <ul style="list-style-type: none"> <li>○ <i>Co-pays to his doctor of 125.00 (annually)</i></li> <li>○ <i>Prescriptions of \$650.00 (annually)</i></li> <li>○ <i>Over-the-counter medications of \$225.00 (annually)</i></li> <li>○ Medicare Part B totaling \$1258.80 annually</li> </ul> </li> <li>• What are Mr. Robert’s 2016 Continuing Medical Expenses (CMEs)? <ul style="list-style-type: none"> <li>○ Medicare Part B totaling \$1258.80 annually</li> </ul> </li> <li>• What are Mr. Robert’s 2017 Continuing Medical Expenses (CMEs)? <ul style="list-style-type: none"> <li>○ <i>Medicare Part B totaling \$1,272.00 annually</i></li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>4.</b> “Why It Matters Answers”</p> <p><b>DISCUSS</b> the answers with the trainees. Focus on the differences between UMEs and CMEs. Use examples from your personal experience to guide your discussion.</p> <p><b>EXPLAIN</b> to trainees that the purpose of award adjustments is to ensure that VA is paying the correct rate to the beneficiary by adjusting the benefit properly based on reported expenses.</p> <p><b>EMPHASIZE</b> to trainees that all CMEs are considered to be UMEs, but not all UMEs are considered to be CMEs. Use Medicare Part B premium as an example.</p>
<p><b>Technical Competencies</b></p> <ul style="list-style-type: none"> <li>• Processing Claims (PMC VSR)</li> <li>• Income Counting and Net Worth (PMC VSR)</li> <li>• Special Monthly Pension (SMP) Processing</li> <li>• VBA Applications (PMC VSR)</li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>5.</b> “Technical Competencies”</p> <p><b>EXPLAIN</b> that this lesson prepares them for the processing claims, counting income and net worth, SMP processing and using VBA applications competencies.</p>







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PowerPoint Slides	Instructor Activities
<p><b>Lesson Objectives</b></p> <p>Determine qualifying expense adjustments.</p> <ul style="list-style-type: none"> <li>• Determine whether medical expense qualifies for an award adjustment.</li> <li>• Determine whether final expense qualifies for an award adjustment.</li> <li>• Determine whether educational expense qualifies for an award adjustment.</li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>6.</b> "Lesson Objectives"</p> <p><b>PRESENT</b> the objectives for the lesson.</p>
<p><b>Knowledge Check</b></p> <pre> graph TD     P1[PHASE 5 PART 1 Determine Eligibility] --&gt; P2[PHASE 5 PART 2 Process a Claim]     P2 --&gt; P3[PHASE 5 PART 3 Promulgate Non-Rating or Rating Decision]     P3 --&gt; P4[PHASE 5 PART 4 Prepare Decision Notice]     P4 --&gt; P5[PHASE 5 PART 5 Award Adjustments]          P2 --- K2{Phase 5 Part 2 Knowledge Check}     P3 --- K3{Phase 5 Part 3 Knowledge Check}     P4 --- K4{Phase 5 Part 4 Knowledge Check}     P5 --- K5a{Phase 5 Part 5a Knowledge Check}     P5 --- K5b{Phase 5 Part 5b Knowledge Check}          style K5a stroke:#0000FF,stroke-width:2px     </pre>	<p><b>DISPLAY</b> slide</p> <p><b>7.</b> "Knowledge Check"</p> <p><b>INFORM</b> trainees that Phase 5 Part 5 Award Adjustments is divided into two knowledge checks:</p> <ul style="list-style-type: none"> <li>• Phase 5 Part 5a Knowledge Check</li> <li>• Phase 5 Part 5b Knowledge Check</li> </ul> <p><b>EXPLAIN</b> to the trainees that they will be assessed on this content in the Phase 5, Part 5a Knowledge Check.</p>  <p><b>REFER</b> to the <b>Master Course Map</b> learning aid, <i>Lessons by Phase</i> section, to review the lessons included within the Knowledge Check.</p>


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PowerPoint Slides	Instructor Activities
<p><b>Award Adjustments</b></p> <p>Award Adjustments:</p> <ul style="list-style-type: none"> <li>• <b>Determine Qualifying Expense Adjustments</b></li> <li>• Determine Amended Income Adjustments</li> <li>• Determine Net Worth Adjustments</li> <li>• Determine Dependency Adjustments</li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>8.</b> "Award Adjustments"</p> <p><b>EMPHASIZE</b> to trainees that preparing an award adjustment involves reviewing any additional information provided by the claimant or third party, and deciding the reason for adjustment.</p> <p><b>REMIND</b> trainees that they learned about qualifying expenses earlier in the course. This lesson will focus on processing expenses submitted by a claimant for a running award.</p> <p><b>INFORM</b> trainees that they will be comparing expenses received during the initial application with expenses received after the award action has been processed.</p>
<p><b>Qualifying Expense Adjustments</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Medical Expense Adjustments</p> </div> <div style="text-align: center;">  <p>Final Expense Adjustments</p> </div> <div style="text-align: center;">  <p>Educational Expense Adjustments</p> </div> </div>	<p><b>DISPLAY</b> slide</p> <p><b>9.</b> "Qualifying Expense Adjustments"</p> <p><b>EXPLAIN</b> that this lesson will cover determining qualifying expense adjustments which include:</p> <ul style="list-style-type: none"> <li>• Medical expense adjustments</li> <li>• Final expense adjustments</li> <li>• Educational expense adjustments</li> </ul>


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PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 646 327"><b>Medical Expense Adjustments</b></p> <div data-bbox="181 380 318 506"></div> <p data-bbox="196 518 302 548">Medical Expense Adjustments</p> <div data-bbox="350 380 480 506"></div> <p data-bbox="370 518 459 548">Final Expense Adjustments</p> <div data-bbox="516 380 646 506"></div> <p data-bbox="516 518 646 548">Educational Expense Adjustments</p>	<p data-bbox="703 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="703 338 1230 369"><b>10.</b> "Medical Expense Adjustments"</p> <p data-bbox="703 390 1403 464"><b>TRANSITION</b> to the first expense adjustment: medical expenses.</p> <p data-bbox="703 485 1403 600"><b>REMIN</b>D trainees that they previously learned about determining medical expense deductions early in the course.</p> <div data-bbox="703 625 800 720"></div> <p data-bbox="703 747 1349 779"><b>REFER</b> trainees to the following references:</p> <ul data-bbox="703 804 1446 978" style="list-style-type: none"><li data-bbox="703 804 1446 877">• M21-1 V.iii.1.G.2.a. (Rules for Deductibility of UMEs)</li><li data-bbox="703 898 1446 978">• M21-1 V.iii.1.G.2.c. (List of Common Allowable Medical Expenses)</li></ul> <p data-bbox="703 999 1305 1073"><b>GIVE</b> trainees a few minutes to read the references.</p> <div data-bbox="703 1098 800 1192"></div> <p data-bbox="703 1220 1349 1251"><b>REFER</b> trainees to the following references:</p> <ul data-bbox="703 1276 1458 1451" style="list-style-type: none"><li data-bbox="703 1276 1458 1350">• M21-1 V.iii.1.G.4.a. (General Rule on Allowing Medical Expenses)</li><li data-bbox="703 1371 1458 1451">• M21-1 V.iii.1.G.4.b. (Information Required for a Medical Expense Deduction Claim)</li></ul> <p data-bbox="703 1472 1305 1545"><b>GIVE</b> trainees a few minutes to read the references.</p> <p data-bbox="703 1566 1382 1640"><b>SELECT</b> one of the trainees to summarize the references.</p> <div data-bbox="703 1665 800 1759"></div> <p data-bbox="703 1787 1458 1902"><b>REFER</b> trainees to the <b>Income and Net Worth Status</b> job aid. Have trainees navigate to Step 4—Select qualifying medical expenses.</p>

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PowerPoint Slides	Instructor Activities
<p><b>Review Medical Expenses (1 of 2)</b></p> <p>Qualifying medical expenses:</p> <ul style="list-style-type: none"> <li>• M21-1 V.iii.1.G.2.a (Rules for Deductibility of UMEs)</li> <li>• M21-1 V.iii.1.G.2.c (List of Common Allowable Medical Expenses)</li> <li>• M21-1 V.iii.1.G.3 (Sources of Medical Expenses)</li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>11.</b> "Review Medical Expenses (1 of 2)"</p> <p><b>REMIN</b>D trainees that they previously learned what constitutes a qualifying medical expenses.</p> <div style="text-align: center;">  </div> <p><b>REFER</b> trainees to the following references:</p> <ul style="list-style-type: none"> <li>• M21-1 V.iii.1.G.2.a (Rules for Deductibility of UMEs)</li> <li>• M21-1 V.iii.1.G.2.c (List of Common Allowable Medical Expenses)</li> <li>• M21-1 V.iii.1.G.3 (Sources of Medical Expenses)</li> </ul> <p><b>GIVE</b> trainees 5 minutes to review the references.</p> <p><b>SELECT</b> three to four trainees to provide examples of allowable medical expenses and sources of medical expenses.</p>


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PowerPoint Slides	Instructor Activities
<p><b>Review Medical Expenses (2 of 2)</b></p> <ul style="list-style-type: none"> <li>• Allowing medical expense deduction:               <ul style="list-style-type: none"> <li>○ M21-1V.iii.1.G.4.a. (General Rule on Allowing Medical Expenses)</li> </ul> </li> <li>• Information required for medical expenses               <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.4.b. (Information Required for a Medical Expense Deduction Claim)</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide <b>12.</b> "Review Medical Expenses (2 of 2)"</p> <p><b>REMINDE</b> trainees that they previously learned about the information required for medical expenses.</p> <div style="text-align: center;">  </div> <p><b>REFER</b> trainees to the following references:</p> <ul style="list-style-type: none"> <li>• M21-1 V.iii.1.G.4.a. (General Rule on Allowing Medical Expenses)</li> <li>• M21-1 V.iii.1.G.4.b. (Information Required for a Medical Expense Deduction Claim)</li> </ul> <p><b>GIVE</b> trainees a few minutes to review the references.</p> <p><b>SELECT</b> two or three trainees to provide the answers to the following questions:</p> <ul style="list-style-type: none"> <li>• How must a medical expense deduction be supported?</li> <li>• What information is required for a medical expense deduction claim?</li> </ul>

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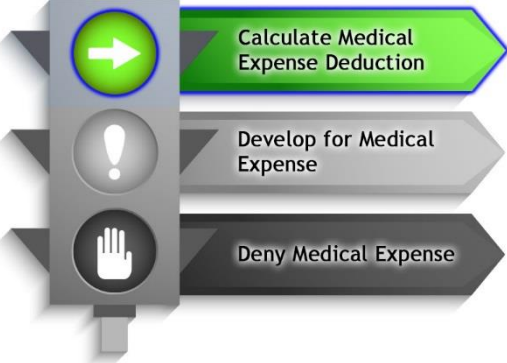

PowerPoint Slides	Instructor Activities
<p><b>Review Medical Expenses Answers</b></p> <ul style="list-style-type: none"> <li>• <i>A claim for a medical expense deduction must be supported by a:</i> <ul style="list-style-type: none"> <li>○ <i>Fully-completed VA Form 21P-8416 (Medical Expense Report)</i></li> <li>○ <i>Document furnishing the information requested on VA Form 21P-8416</i></li> </ul> </li> <li>• <i>The following information is required for a medical expense deduction claim:</i> <ul style="list-style-type: none"> <li>○ <i>Purpose</i></li> <li>○ <i>Amount Paid</i></li> <li>○ <i>Date Paid</i></li> <li>○ <i>Name of Provider</i></li> <li>○ <i>For Whom Paid</i></li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide <b>13.</b> "Review Medical Expenses Answers"</p> <p><b>REVIEW</b> the answers with trainees:</p> <ul style="list-style-type: none"> <li>• <i>A claim for a medical expense deduction must be supported by a:</i> <ul style="list-style-type: none"> <li>○ <i>Fully-completed VA Form 21P-8416 (Medical Expense Report)</i></li> <li>○ <i>Document furnishing the information requested on VA Form 21P-8416</i></li> </ul> </li> <li>• <i>The following information is required for a medical expense deduction claim:</i> <ul style="list-style-type: none"> <li>○ <i>Purpose</i></li> <li>○ <i>Amount Paid</i></li> <li>○ <i>Date Paid</i></li> <li>○ <i>Name of Provider</i></li> <li>○ <i>For Whom Paid</i></li> </ul> </li> </ul> <p><b>DISCUSS</b> with trainees that if claimant leaves the fields blank, you would need to develop for the missing information.</p> <ul style="list-style-type: none"> <li>○ Note: there are exceptions to the requirement –see</li> <li>○ M21-1V.iii.1.G.4.b. (Information Required for a Medical Expense Deduction Claim)</li> </ul> <p>If the claimant lists a healthcare provider, assume the purpose was an appointment.</p>

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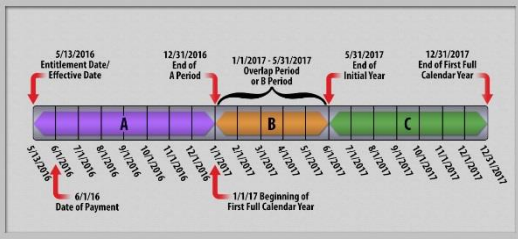

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 641 369"><b>Determine Qualifying Medical Expense Adjustment</b></p> 	<p data-bbox="701 296 928 327"><b>DISPLAY</b> slide</p> <p data-bbox="701 338 1344 411"><b>14.</b> "Determine Qualifying Medical Expense Adjustments"</p> <p data-bbox="701 432 1422 506"><b>EXPLAIN</b> to trainees that when determining the medical expense adjustment:</p> <ul data-bbox="701 527 1453 877" style="list-style-type: none"><li data-bbox="701 527 1422 642">• If the medical expense qualifies, then include the medical expense when calculating the adjustment</li><li data-bbox="701 663 1344 737">• If additional information is needed, then develop for the medical expense</li><li data-bbox="701 758 1453 877">• If the medical expense does <b>not</b> qualify, then deny the medical expense when calculating the adjustment</li></ul>



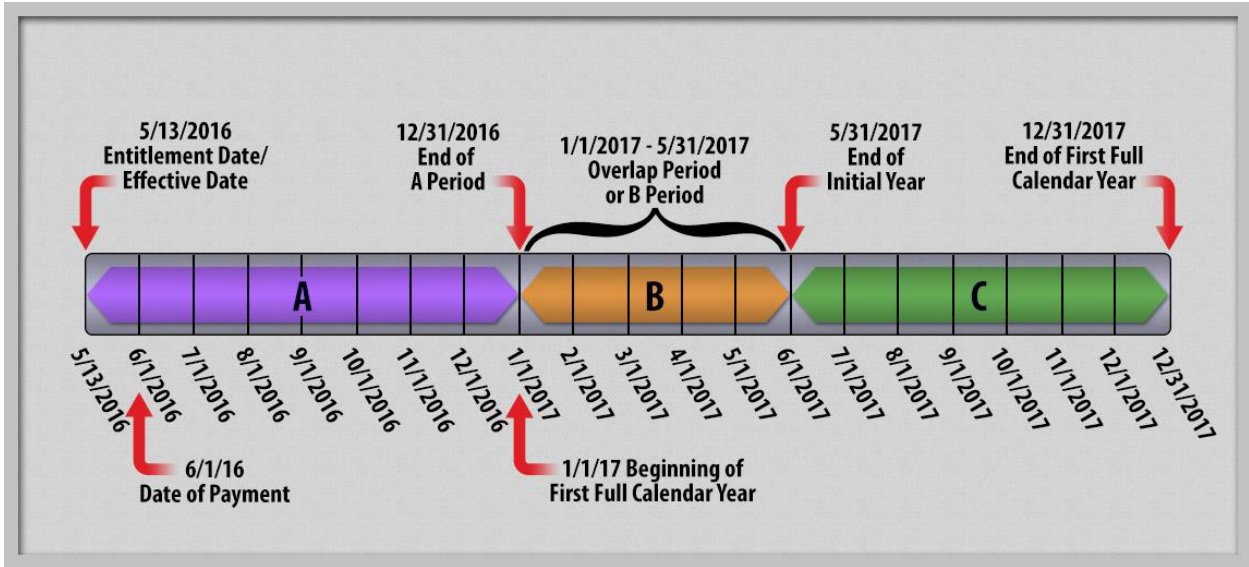
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**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 654 327"><b>Calculate the Medical Expense</b></p> 	<p data-bbox="701 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="701 338 1239 369"><b>15.</b> "Calculate the Medical Expense"</p> <p data-bbox="701 394 1422 506"><b>TRANSITION</b> to the first option for determining the medical expense adjustment: calculate the medical expense deduction.</p> <p data-bbox="701 531 1458 604"><b>EXPLAIN</b> that the calculating the medical expense adjustment involves the following:</p> <ul data-bbox="701 630 1417 1010" style="list-style-type: none"><li>• Determine if each medical expense is within initial year or calendar year</li><li>• Compare each submitted medical expense to the expenses previously counted</li><li>• Enter each medical expense to VBMS-A</li><li>• Enter nursing home/assisted living/in-home care related expenses (if applicable)</li><li>• Apply Omnibus if increased award</li></ul>  <p data-bbox="701 1150 1463 1262"><b>EMPHASIZE</b> that the bulleted items are commonly performed simultaneously but are separated for emphasis in this lesson.</p> <p data-bbox="701 1287 1433 1360"><b>NOTE:</b> each decision will be explained in detail in the following slides.</p>

## Lesson 1: Determine Qualifying Expense Adjustments Lesson Plan

PowerPoint Slides	Instructor Activities
<p><b>Determine if Medical Expense is Within Initial Year or Calendar Year</b></p> 	<p><b>DISPLAY</b> slide</p> <p><b>16.</b> "Determine if Medical Expense is Within Initial Year or Calendar Year"</p> <p><b>TRANSITION</b> to the first action for calculating medical expense adjustments: determine if each medical expense is within initial year or calendar year.</p> <p><b>REMIN</b>d trainees that they learned about the initial year and calendar year in the Establish Periods for Calculating Income lesson.</p>  <p><b>REFER</b> to the <b>Initial Year</b> job aid. Have trainees navigate to the initial year diagram.</p> <p><b>EXPLAIN</b> that the diagram shows the relevant dates and periods for calculating income for a claim with an effective date of 5/13/2016.</p> <p><b>DISCUSS</b> with trainees the three time periods noted in the Initial Year section of the job aid:</p> <ul style="list-style-type: none"> <li>• Initial year (Period A)</li> <li>• Overlapping period (Period B)</li> <li>• Calendar year (Period C)</li> </ul>




**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**



**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**



PowerPoint Slides	Instructor Activities
<p><b>Class Activity—Review Initial Year</b></p> <ul style="list-style-type: none"> <li>• Instructions:           <ul style="list-style-type: none"> <li>○ Access Claim 1 used in the first practice exercise.</li> <li>○ Use Appendix A: Part A—Review Initial Year worksheet.</li> <li>○ Refer to <b>Initial Year</b> job aid.</li> <li>○ Work as a class to find the correct dates based on the Claim 1.</li> </ul> </li> <li>• Time allowed: 25 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>17.</b> “Class Activity—Review Initial Year”</p> <p><b>EXPLAIN</b> that this class activity will help refresh what was taught in the Establish Periods for Calculating Income lesson.</p> <p><b>INFORM</b> trainees that they will be working as a class to find the correct dates based on the Claim 1.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 1 used in the first practice exercise</li> <li>• Use Appendix A: Part A—Review Initial Year worksheet</li> <li>• Refer to <b>Initial Year</b> job aid</li> </ul> <p><b>SELECT</b> different trainees to provide the correct dates based on the Claim 1.</p> <p><b>ALLOW</b> 25 minutes to complete the class activity.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Class Activity—Review Initial Year Answers</b></p> <p><i>Answers provided by instructor based on example claim selected.</i></p> <ul style="list-style-type: none"> <li>• <i>Effective (Entitlement) Date:</i></li> <li>• <i>Payment (Financial Decision Effective) Date:</i></li> <li>• <i>Beginning of "A" period:</i></li> <li>• <i>End of "A" period:</i></li> <li>• <i>Beginning of first full calendar year:</i></li> <li>• <i>Beginning of overlap period or "B" period:</i></li> <li>• <i>End of overlap period or "B" period:</i></li> <li>• <i>End of initial year:</i></li> <li>• <i>Beginning of "C" period:</i></li> <li>• <i>End of first full calendar year:</i></li> </ul>	<p><b>DISPLAY</b> slide <b>18.</b> "Class Activity—Review Initial Year Answers"</p> <p><b>REVIEW</b> the answers with the trainees. <i>Answers provided by instructor based on example claim selected.</i></p> <p><b>DISCUSS</b> the rationale for each answer with the class. Focus on the differences between the initial year and calendar year.</p> <p><b>EXPLAIN</b> to trainees that calculating the medical expenses for the initial year and calendar year are done automatically in the VBMS-A under the Financial Decision screen—Medical Expense tab.</p> <p><b>Note:</b> the next slide will show how the initial year medical expenses are calculated in VBMS-A.</p>
<p><b>Initial Year in VBMS-A Demo</b></p> 	<p><b>DISPLAY</b> slide <b>19.</b> "Initial Year in VBMS-A Demo"</p>  <p><b>REFER</b> trainees to the <b>Integration of Medical Expenses in VBMS-A</b> job aid.</p> <p><b>GIVE</b> trainees 5 minutes to review the document.</p>  <p><b>DEMONSTRATE</b> how to enter the medical expenses into the VBMS-A using both the initial year and calendar year.</p>

# Lesson 1: Determine Qualifying Expense Adjustments

## Lesson Plan

PowerPoint Slides	Instructor Activities
<h3 style="margin: 0;">Compare Medical Expenses</h3> 	<p><b>DISPLAY</b> slide</p> <p><b>20.</b> "Compare Medical Expenses"</p> <p><b>TRANSITION</b> to the second action for calculating medical expenses: compare submitted medical expenses to the expenses previously counted.</p> <p><b>EXPLAIN</b> that submitted medical expenses should be compared with the medical expenses previously submitted. Look to see if the medical expenses are a recurring expense.</p> <p>If the medical expense is recurring then allow this expense as a Continuing Medical Expense (CME).</p> <p><b>REMIND</b> trainees to review the award screen pdf in VBMS for any relevant information that was annotated regarding medical expenses.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>REFER</b> to M21-1 V.iii.1.G.4.d. (Allowing Medical Expenses Prospectively). Have one of the trainees read the reference aloud.</p>

Period A + B Expenses: \$42,103.00  
 Period B + C Expenses: \$42,108.00

[Return To Worksheet](#)  
[Accept](#)





Expenses Reported, No Income       306/Old Law Adjustment       Medical Expense less than 5% deductible

Period A: 11/25/2016 - 12/31/2016

Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$104.90	Monthly	1	\$104.90		<input checked="" type="checkbox"/>		
Nursing Home Fees	\$3,200.00	Monthly	1	\$3,200.00		<input checked="" type="checkbox"/>		Clearbrook Nursing Home
Private Medical Insurance Premiums	\$200.00	Monthly	1	\$200.00		<input checked="" type="checkbox"/>		
Prescription Medications	\$700.00	Periodically	1	\$700.00	Dr Paid Was not Provided	<input type="checkbox"/>		
				<b>Total for the Period A:</b>	\$3,504.90			
Period B: 01/01/2017 - 11/30/2017								
Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$109.00	Monthly	11	\$1,199.00		<input checked="" type="checkbox"/>		
Nursing Home Fees	\$3,200.00	Monthly	11	\$35,200.00		<input checked="" type="checkbox"/>		Clearbrook Nursing Home
Private Medical Insurance Premiums	\$200.00	Monthly	11	\$2,200.00		<input checked="" type="checkbox"/>		
				<b>Total for the Period B:</b>	\$38,599.00			
Period C: 12/01/2017 - 12/31/2017								
Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$109.00	Monthly	1	\$109.00		<input checked="" type="checkbox"/>		
Nursing Home Fees	\$3,200.00	Monthly	1	\$3,200.00		<input checked="" type="checkbox"/>		Clearbrook Nursing Home
Private Medical Insurance Premiums	\$200.00	Monthly	1	\$200.00		<input checked="" type="checkbox"/>		
				<b>Total for the Period C:</b>	\$3,509.00			

\* Authorized medical expenses

## Lesson 1: Determine Qualifying Expense Adjustments Lesson Plan

PowerPoint Slides	Instructor Activities
<p><b>Medicare Premiums</b></p>  <p><small>* Authorized medical expenses</small></p>	<p><b>DISPLAY</b> slide  <b>21. "Medicare Premiums"</b></p>  <p><b>REFER</b> to M21-1 V.iii.1.G.3.t. (Medicare Premiums). Have one of the trainees read the reference aloud.</p>  <p><b>EMPHASIZE</b> to trainees that Medicare Part B premiums can be calculated without a specific claim from the claimant if information obtained from a SHARE Social Security Administration (SSA) inquiry or submitted by the beneficiary indicates that the beneficiary pays the premium.</p> <p><b>EXPLAIN</b> that Medicare Part B premiums are considered CMEs.</p>  <p><b>EMPHASIZE</b> that Medicare D can be accepted <b>only</b> if the claimant submits it as a medical expense.</p>

## Lesson 1: Determine Qualifying Expense Adjustments Lesson Plan

Financial Decisions	<b>Medical Expenses</b>	Financial Interfaces
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Period A + B Expenses: \$1,303.00

[Return To Summary](#)

Period B + C Expenses: \$1,308.00

Expenses Reported, No Income     306/Old Law Adjustment     Medical Expense less than 5% deductible

Period A: 11/25/2016 - 12/31/2016

Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$104.90	Monthly	1	\$104.90		<input checked="" type="checkbox"/>		
Total for the Period A:				\$104.90				



Period B: 01/01/2017 - 11/30/2017

Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$109.00	Monthly	11	\$1,199.00		<input checked="" type="checkbox"/>		
Total for the Period B:				\$1,199.00				

Period C: 12/01/2017 - 12/31/2017




Medical Expense	Amount	Frequency	Multiplier	Sub Total	Reject Reason	CME	Relationship	Description
Medicare Premiums (SMIB)	\$109.00	Monthly	1	\$109.00		<input checked="" type="checkbox"/>		
Total for the Period C:				\$109.00				

\* Authorized medical expenses

PowerPoint Slides	Instructor Activities
<p><b>Enter Medical Expenses in VBMS-A Demo</b></p> 	<p><b>DISPLAY</b> slide  <b>22.</b> "Enter Medical Expenses in VBMS-A Demo"</p> <p><b>TRANSITION</b> to the third action for calculating medical expenses: enter medical expenses in VBMS-A.</p>  <p><b>DEMONSTRATE</b> where medical expenses are entered on the Medical Expense tab on the Financial Decision screen in VBMS-A using the academy mode and Claim 1.</p> <p><b>REMINd</b> trainees that the medical expenses will automatically be entered into the Financial Decisions tab once a date is added to the Financial Decision Effective Date field.</p>



**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 618 365"><b>Return to Financial Decision Tab in VBMS-A Demo</b></p> 	<p data-bbox="701 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="701 338 1435 407"><b>23.</b> "Return to Financial Decisions Tab in VBMS-A Demo"</p> <p data-bbox="701 432 1435 590"><b>EXPLAIN</b> that after the medical expenses are entered to the Medical Expense tab, go to the Financial Decisions tab to enter the payment date into the Financial Decision Effective Date field.</p> <p data-bbox="701 615 1455 684">EMPHASIZE to trainees that in order for the medical expenses to be automatically added to the</p> <p data-bbox="701 709 1463 779"><b>REMIN</b>d trainees of the following date fields in the VBMS-A Financial Decisions tab:</p> <ul data-bbox="701 804 1446 1073" style="list-style-type: none"><li>• Entitlement Date—the effective date in which the claimant is entitled to benefits</li><li>• Financial Decision Effective Date—the payment date of the claim</li><li>• Decision Date—the date information was entered/changed in the system</li></ul>  <p data-bbox="701 1213 1455 1451"><b>EMPHASIZE</b> to trainees that they will enter the new Financial Decision Effective Date into VBMS-A; however, the Entitlement Date does not change. The system will show this new Financial Decision Effective Date as a proposed decision until you accept all the income and expenses.</p>  <p data-bbox="701 1591 1455 1661"><b>DEMONSTRATE</b> how to enter these dates into the VBMS-A Financial Decisions tab.</p> <p data-bbox="701 1686 1455 1835"><b>SHOW</b> how the medical expenses are automatically entered into the Financial Decisions tab once they enter them on the Medical Expenses tab.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Compare Medical Expenses</b></p> <ul style="list-style-type: none"> <li>• Instructions: <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Use Claim 1.</li> <li>○ Complete Appendix A: Part B—Compare Medical Expenses worksheet.</li> <li>○ Be prepared to share your finished activity with other groups.</li> </ul> </li> <li>• Time allowed: 10 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>24.</b> "Practice Exercise—Compare Medical Expenses"</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>EXPLAIN</b> that this practice exercise will help refresh what was taught in the previous medical expense lesson and apply what they just learned.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Use Claim 1 and locate the medical expenses</li> <li>• Complete Appendix A: Part B—Compare Medical Expenses worksheet.</li> <li>• Share the finished activity with the other groups</li> </ul> <p><b>ALLOW</b> 10 minutes to complete the exercise.</p>
<p><b>Practice Exercise—Compare Medical Expenses Answers</b></p> <ul style="list-style-type: none"> <li>• <i>Answers provided by instructor based on example claim selected.</i></li> </ul>	<p><b>DISPLAY</b> slide <b>25.</b> "Practice Exercise—Compare Medical Expenses Answers"</p> <p><b>REVIEW</b> answers to practice exercise.</p> <p><i>Answers provided by instructor based on example claim selected.</i></p>

*Effective (Entitlement) Date:*

*Payment (Financial Decision Effective) Date:*

*Medical Expenses:*


Description	Amount Paid	Date Paid	Provider	Paid For	UME or CME?

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**



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<b>Description</b>	<b>Amount Paid</b>	<b>Date Paid</b>	<b>Provider</b>	<b>Paid For</b>	<b>UME or CME?</b>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Enter Nursing Home/Assisted Living/In-home Care Related Expenses</b></p> <ul style="list-style-type: none"> <li>• Nursing home related expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.j. (Medical Expense Deduction for Nursing Home Fees)</li> </ul> </li> <li>• Assisted living facility expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.l. (Medical Expense Deduction for ALF Fees)</li> </ul> </li> <li>• In-home care related expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.p. (In-Home Attendants for a Disabled Person Not in Need of A&amp;A or Housebound)</li> <li>○ M21-1 V.iii.1.G.3.q. (Documentation of In-Home Attendant Fees)</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>26.</b> "Enter Nursing Home/Assisted Living Facility/In-home Care Related Expenses"</p> <p><b>TRANSITION</b> to the fourth action for calculating medical expenses: enter nursing home/assisted living facility/in-home care related expenses.</p>  <p><b>REFER</b> to the <b>Care Expense Guide</b> job aid. Give trainees a few minutes to review this job aid.</p> <p><b>DISCUSS</b> nursing home, assisted living facility, and in-home care related expenses. Focus on the following key points:</p> <ul style="list-style-type: none"> <li>• Nursing home related expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.j. (Medical Expense Deduction for Nursing Home Fees)</li> </ul> </li> <li>• Assisted living facility expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.l. (Medical Expense Deduction for ALF Fees)</li> </ul> </li> <li>• In-home care related expenses: <ul style="list-style-type: none"> <li>○ M21-1 V.iii.1.G.3.p. (In-Home Attendants for a Disabled Person Not in Need of A&amp;A or Housebound)</li> <li>○ M21-1 V.iii.1.G.3.q. (Documentation of In-Home Attendant Fees)</li> </ul> </li> </ul> <p><b>Note:</b> trainees will learn about how SMP expenses are rated so they will be counted as expenses later in the course.</p>




**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Apply Omnibus if Increased Award</b></p> <p>Omnibus applies to the following types of claims:</p> <ul style="list-style-type: none"> <li>• Original awards</li> <li>• Reopened awards</li> <li>• <b>Increased award</b></li> </ul>	<p><b>DISPLAY</b> slide <b>27.</b> "Apply Omnibus if Increased Award"</p> <p><b>TRANSITION</b> to the fifth action for calculating medical expenses: apply Omnibus if increases award.</p>  <p><b>REFER</b> trainees to the following references:</p> <ul style="list-style-type: none"> <li>• M21-1 V.iii.1.A.5.b. (Provisions of 38 CFR 3.31)</li> <li>• M21-1 V.iii.1.A.5.c. (History of 38 CFR 3.31)</li> <li>• M21-1 V.iii.1.A.5.d. (Determining Whether to Apply 38 CFR 3.31)</li> </ul> <p>For each reference, select a trainee read the reference aloud.</p> <p><b>EMPHASIZE</b> that a qualifying medical expense deduction will result in a reduction in IVAP. A reduction in IVAP may result in an increase in payment, which is one of the qualifying award increase types for application of Omnibus.</p>  <p><b>REFER</b> trainees to M21-1 V.iii.1.A.5.i. (Example 2: Re-computing Awards Based on New Income Information). Have one of the trainees read the situation.</p> <p><b>DISCUSS</b> the example from the reference. Focus on the different calculations in the situation before reviewing the result and rationale with the trainees. Ensure that the trainees fully understand that an increased award is paid February 1 rather than January 1 because of Omnibus.</p> <p><b>EXPLAIN</b> that they will learn more about OBRA and the application of Omnibus in a future lesson.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Enter Medical Expenses</b></p> <ul style="list-style-type: none"> <li>• Instructions: <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Access Claim 2.</li> <li>○ Use Appendix A: Part C—Enter Medical Expenses worksheet if work space is needed.</li> <li>○ Enter medical expenses to VBMS-A academy mode.</li> <li>○ Be prepared to share the total medical expense amount with other groups.</li> </ul> </li> <li>• Time allowed: 15-20 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>28.</b> "Practice Exercise—Enter Medical Expenses"</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 2</li> <li>• Enter medical expenses to VBMS-A academy mode</li> <li>• Use Appendix A: Part C—Enter Medical Expenses worksheet if work space is needed</li> <li>• Share the total medical expense amount with the other groups</li> </ul> <p><b>ALLOW</b> 15-20 minutes to complete the exercise.</p>
<p><b>Practice Exercise—Enter Medical Expenses Answers</b></p> <ul style="list-style-type: none"> <li>• <i>Answers provided by instructor based on example claim selected.</i></li> </ul>	<p><b>DISPLAY</b> slide <b>29.</b> "Practice Exercise—Enter Medical Expenses Answers"</p> <p><b>REVIEW</b> answers to practice exercise.</p> <p><i>Answers provided by instructor based on example claim selected.</i></p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

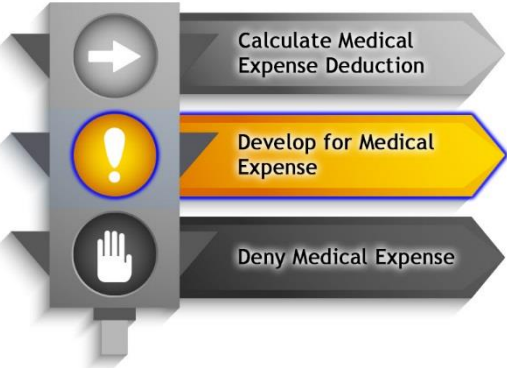


PowerPoint Slides	Instructor Activities
<p><b>Award Adjustment for Medical Expense</b></p> 	<p><b>DISPLAY</b> slide <b>30.</b> "Award Adjustment for Medical Expense"</p> <p><b>EXPLAIN</b> to trainees that after the medical expense is calculated, then the award can be adjusted for that medical expense.</p> <p><b>INFORM</b> trainees that the medical expense adjustment is performed simultaneously with other adjustments.</p> <p> <b>EMPHASIZE</b> that they will learn about the other adjustments in the next few lessons.</p> <p><b>REMINDE</b> trainees that they learned the process for award adjustment in the Overview of the Award Process.</p> <p> <b>REFER</b> trainees to <b>Award Adjustment</b> job aid. Have them navigate to the change in medical expenses section.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**





**Lesson 1: Determine Qualifying Expense Adjustments**  
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PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 673 369"><b>Develop for Medical Expense (1 of 2)</b></p> 	<p data-bbox="706 296 1339 369"><b>DISPLAY</b> slide <b>31.</b> "Develop for Medical Expense (1 of 2)"</p> <p data-bbox="706 390 1388 506"><b>TRANSITION</b> to the second option for determining the medical expense: develop for medical expenses.</p> <p data-bbox="706 527 1453 600"><b>EXPLAIN</b> to trainees that if additional information is needed, then develop for the medical expense.</p> <p data-bbox="706 621 1372 737"><b>REMIN</b>d trainees that they learned how to develop in the Overview of the Development Process lesson.</p>  <p data-bbox="706 884 1469 999"><b>REFER</b> trainees to M21-1 V.i.3.D.2 (Developing for Unreimbursed Medical Expenses). Give trainees a few minutes to review the reference.</p> <p data-bbox="706 1020 1421 1094"><b>SELECT</b> one of the trainees to summarize what this reference mean in his/her own words.</p>  <p data-bbox="706 1241 1437 1398"><b>REFER</b> to the <b>Develop for Missing Information/Evidence</b> job aid. Have trainees navigate to the development for medical expense information.</p>

# Lesson 1: Determine Qualifying Expense Adjustments

## Lesson Plan

### PowerPoint Slides

#### Develop for Medical Expense (2 of 2)

A. MEDICAL FACILITY TO WHICH YOU INCURRED	B. FIRST RECEIVED	C. AMOUNT PAID BY YOU	D. DATE PAID	E. FOR WHOM PAID
Walgreens	09	08/16	08/16	self

### Instructor Activities

**DISPLAY** slide

**32.** "Develop for Medical Expense (2 of 2)"



**REFER** trainees to M21-1 V.iii.1.G.3.u. (Nonprescription Drugs, Medical Supplies, Vitamins, Food Supplements, and Herbal remedies). Give trainees a few minutes to review the references.

**SELECT** one of the trainees to summarize what this reference means in his/her own words.



**EMPHASIZE** to trainees that if the incomplete medical expense information provided indicates that the claimant is still over the income limit with the medical deductible, do not develop just to deny the claim.

Send a letter notifying the claimant that the information provided was incomplete, but the amounts provided did not reduce income enough to be eligible.

# Lesson 1: Determine Qualifying Expense Adjustments Lesson Plan

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*For Training Purposes Only*

Department of Veterans Affairs			FOR VA USE ONLY	
<b>MEDICAL EXPENSE REPORT</b>			VAROIC PHILADELPHIA 31 RECEIVED IN MAILROOM 2017 FEB 07 P 12:01	
1. FIRST NAME OF VETERAN <b>Ronald</b>	2. MIDDLE NAME OF VETERAN <b>Coleman</b>	3. LAST NAME OF VETERAN <b>Brown</b>	4. SUFFIX NAME OF VETERAN	
5. VETERAN'S SOCIAL SECURITY NO. <b>TRA-0822374</b>			6. VA FILE NUMBER <b>TRA-18-1294</b>	
7. FIRST NAME OF CLAIMANT	8. MIDDLE NAME OF CLAIMANT	9. LAST NAME OF CLAIMANT	10. SUFFIX NAME OF CLAIMANT	
11. STREET ADDRESS OF CLAIMANT <b>7348 Jasmine Road</b>			12. APT. NO.	
13. CITY <b>Kissimmee</b>		14. STATE <b>Florida</b>	15. ZIP CODE <b>12346</b>	
16. DAYTIME TELEPHONE NO. OF CLAIMANT (Include Area Code) <b>(555) 555-5555</b>		17. EVENING TELEPHONE NO. OF CLAIMANT (Include Area Code)		
18. CHANGE OF ADDRESS (Check box if address in Items 11-15 is different from last address furnished to VA) <input type="checkbox"/>		19. E-MAIL ADDRESS OF CLAIMANT (If applicable) <b>Lanter1@aol.com</b>		
<b>20. ITEMIZATION OF EXPENSES RELATED TO TRANSPORTATION FOR MEDICAL PURPOSES</b>				
Report expenses related to transportation to a hospital, doctor, or other medical facility that you paid between the dates <b>1/1/16</b> and <b>12/31/16</b> . If no dates appear on this line, refer to the accompanying letter or Eligibility Verification Report for the dates you should report medical expenses.				
<small>NOTE: If you claim miles traveled to a medical facility in a personal conveyance (car, motorcycle, other), VA will calculate the allowable expense amount based on the current mileage rate (41.5 cents per mile).</small>				
A. MEDICAL FACILITY TO WHICH YOU TRAVELED	B. TOTAL ROUNDTRIP MILES TRAVELED (Personal conveyance only)	C. AMOUNT PAID BY YOU (Taxi, public transportation fares, tolls, parking fees, etc.)	D. DATE PAID (Month/Day/Year)	E. FOR WHOM PAID (Self, spouse, child)
General Medical Clinic	40	n/a	8/4/16	self
Walgreens	280	n/a	2016	self
<b>IMPORTANT: Be sure to sign this form in Item 22A on the reverse side. Unsigned reports will be returned.</b>				

VA FORM 21P-8416 SEP 2014



SUPERSEDES VA FORM 21P-8416, FEB 2012, WHICH WILL NOT BE USED.

*(Continued on Reverse)*

**For Training Purposes Only**

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

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PowerPoint Slides	Instructor Activities
<p><b>Class Activity—Develop for Medical Expenses</b></p> <ul style="list-style-type: none"> <li>• Instructions <ul style="list-style-type: none"> <li>○ Access Appendix B: VA Form 21P-8416.</li> <li>○ Work as a class to identify any missing information and/or information that needs development.</li> </ul> </li> <li>• Time allowed: 10-15 minutes</li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>33.</b> “Class Activity—Develop for Medical Expenses”</p> <p><b>EXPLAIN</b> to trainees that they will work as a class to complete this activity.</p>  <p><b>REFER</b> trainees to Appendix B. Give trainees five minutes to review VA Form 21-8416.</p> <p><b>SELECT</b> different trainees to identify the missing information and/or information that needs development.</p> <p><b>ALLOW</b> 10-15 minutes to complete this activity.</p>
<p><b>Class Activity—Develop for Medical Expenses Answers</b></p> <ul style="list-style-type: none"> <li>• <i>The vitamins are over the \$1500 limit so development would be needed for a doctor note. Refer to M21-1 V.iii.1.G.3.u. (Nonprescription Drugs, Medical Supplies, Vitamins, Food Supplements, and Herbal remedies).</i></li> </ul>	<p><b>DISPLAY</b> slide</p> <p><b>34.</b> “Class Activity—Develop for Medical Expenses Answers”</p> <p><b>DISCUSS</b> the answers with the trainees:</p> <ul style="list-style-type: none"> <li>• <i>The vitamins are over the \$1500 limit so development would be needed for a doctor note. Refer trainees back to M21-1 V.iii.1.G.3.u. (Nonprescription Drugs, Medical Supplies, Vitamins, Food Supplements, and Herbal remedies).</i></li> </ul>  <p><b>EMPHASIZE</b> that the date (monthly, 2016) which is not specifically Month/Day/Year would be allowed because the dates are correctly completed at the top of the form. However, if the date was within the Initial Year, then these may be insufficient if, for example, the Date of Entitlement was mid-2016.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Develop for Medical Expenses</b></p> <ul style="list-style-type: none"> <li>• Instructions: <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Access Claim 3.</li> <li>○ Complete Appendix A: Part D—Develop for Medical Expenses worksheet.</li> <li>○ Be prepared to share your finished activity with other groups.</li> </ul> </li> <li>• Time allowed: 15 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>35.</b> “Practice Exercise—Develop for Medical Expenses”</p> <p><b>EXPLAIN</b> that now they will have the opportunity to work as a group to develop for the medical expenses.</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 3</li> <li>• Complete Appendix A: Part D—Develop Medical Expenses worksheet.</li> <li>• Share the finished activity with the other groups</li> </ul> <p><b>ALLOW</b> 15 minutes to complete the exercise.</p>
<p><b>Practice Exercise—Develop for Medical Expenses Answers</b></p> <ul style="list-style-type: none"> <li>• <i>Answers provided by instructor based on example claim selected.</i></li> </ul>	<p><b>DISPLAY</b> slide <b>36.</b> “Practice Exercise—Develop for Medical Expenses Answers”</p> <p><b>REVIEW</b> answers to practice exercise. <i>Answers provided by instructor based on example claim selected.</i></p> <p><b>DISCUSS</b> the development of the medical expense. Focus on the rationale for development.</p>

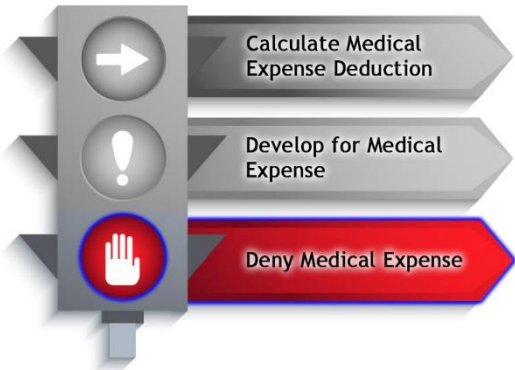



*Does each medical expense include the following required information?*

✓	Required Information	Details of Missing Information
	<i>Purpose</i>	
	<i>Amount Paid by claimant</i>	
	<i>Date Paid</i>	

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

✓	Required Information	Details of Missing Information
	<i>Name of Provider</i>	
	<i>For Whom Paid</i>	
	<i>Nursing home or other facility care statement (if applicable)</i>	
	<i>Doctors statement in order to allow an specific expenses (if applicable)</i>	

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Deny the Medical Expense</b></p> 	<p><b>DISPLAY</b> slide  <b>37.</b> "Deny the Medical Expense"</p> <p><b>TRANSITION</b> to the third option for determining the medical expense: deny the medical expenses.</p> <p><b>EXPLAIN</b> to trainees that if the medical expense does not qualify for an award adjustment, then deny the medical expense.</p> <p><b>INFORM</b> trainees that even though the medical expense is denied that it is still entered in the medical expense tab in VBMS-A.</p> <p><b>DISCUSS</b> with trainees expenses that are not medical in nature. For example: utility bills, food, and life insurance.</p>  <p><b>EMPHASIZE</b> to trainees that it is their responsibility to consult with an Authorizer to determine if an expense can be denied or not if they are unsure if the expense is acceptable. This is often a judgment call.</p>
<p><b>Deny the Medical Expense Demo</b></p> 	<p><b>DISPLAY</b> slide  <b>38.</b> "Deny the Medical Expense Demo"</p>  <p><b>DEMONSTRATE</b> how the denied medical expense is entered into the medical expense tab in VBMS-A academy mode.</p> <p><b>INFORM</b> trainees that the denied medical expenses reason is selected from the Reject Reason drop-down menu.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Medical Expense Adjustment</b></p> <ul style="list-style-type: none"> <li>• Instructions:           <ul style="list-style-type: none"> <li>○ Work on your own.</li> <li>○ Access Claim 4.</li> <li>○ Enter the medical expense adjustment information into VBMS-A academy mode.</li> <li>○ Use Appendix A: Part E—Medical Expense Adjustment worksheet to show your work if needed.</li> <li>○ Be prepared to share the total medical expense adjustment amount with other trainees.</li> </ul> </li> </ul> <p>Time allowed: 15-20 minutes</p>	<p><b>DISPLAY</b> slide <b>39.</b> "Practice Exercise— Medical Expense Adjustment"</p> <p><b>EXPLAIN</b> to trainees that they will be working on their own. They will then review their work with the other trainees in a group.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 4</li> <li>• Enter the medical expense adjustment information into the VBMS-A academy mode</li> <li>• Use Appendix A: Part E—Medical Expense Adjustment worksheet to show your work if needed</li> <li>• Share the total medical expense adjustment amount with the other trainees.</li> </ul> <p><b>ALLOW</b> 15-20 minutes to complete the exercise.</p>

*Effective (Entitlement) Date:*

*Payment (Financial Decision Effective) Date:*

*Medical Expenses:*

Description	Amount Paid	Date Paid	Provider	Paid For	UME or CME?










**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**



Description	Amount Paid	Date Paid	Provider	Paid For	UME or CME?

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Medical Expense Adjustment Group Review</b></p> <ul style="list-style-type: none"> <li>• Instructions: <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Review your medical expense adjustment with the other members of the group.</li> <li>○ Discuss with your group the rationale for your answers.</li> </ul> </li> <li>• Time allowed: 7-10 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>40.</b> "Practice Exercise—Medical Expense Adjustment Group Review"</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Review the medical expense adjustments with their group</li> <li>• Discuss with their group the rationale for their answers</li> </ul> <p><b>GIVE</b> trainees 7-10 minutes to review and discuss the rationale with the group.</p>
<p><b>Practice Exercise—Medical Expense Adjustment Answers</b></p> <p><i>Answers provided by instructor based on example claim selected.</i></p>	<p><b>DISPLAY</b> slide <b>41.</b> "Practice Exercise—Medical Expense Adjustment Answers"</p> <p><b>REVIEW</b> answers to practice exercise.</p> <p><i>Answers provided by instructor based on example claim selected.</i></p> <p><b>DISCUSS</b> the answers with the class. Focus on the rationale for each answers.</p>





**Lesson 1: Determine Qualifying Expense Adjustments**  
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PowerPoint Slides	Instructor Activities
<p><b>Questions?</b></p> 	<p><b>DISPLAY</b> slide <b>42.</b> "Questions"</p>  <p><b>ASK</b> trainees if they have any questions or concerns regarding medical expense adjustments. Use this time to clear up any confusion or misconceptions about the information presented.</p>
<p><b>Final Expense Adjustments</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="font-size: small; text-align: center;"> <span>Medical Expense Adjustments</span>             <span>Final Expense Adjustments</span>             <span>Educational Expense Adjustments</span> </p>	<p><b>DISPLAY</b> slide <b>43.</b> "Final Expense Adjustments"</p> <p><b>TRANSITION</b> to the second source of expense adjustments: final expenses.</p> <p><b>REMIN</b>d trainees that they previously learned about determining final expense deductions early in the course.</p>  <p><b>REFER</b> trainees to M21-1 V.iii.1.G.6. (Final Expense Deductions – Overview and Definitions).</p> <p><b>GIVE</b> trainees 5 minutes to read the references.</p>
<p><b>Determine Qualifying Final Expense Adjustments</b></p> 	<p><b>DISPLAY</b> slide <b>44.</b> "Determine Qualifying Final Expense Adjustments"</p> <p><b>EXPLAIN</b> to trainees that when determining the final expense adjustment:</p> <ul style="list-style-type: none"> <li>• If the final expense does qualify, then enter the final expense</li> <li>• If additional information is needed, then develop for the final expense</li> <li>• If the final expense does <b>not</b> qualify, then deny the final expense</li> </ul>


**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 545 369"><b>Enter the Final Expense Adjustment</b></p> 	<p data-bbox="701 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="701 336 1323 369"><b>45.</b> "Enter the Final Expense Adjustment"</p> <p data-bbox="701 394 1422 468"><b>TRANSITION</b> to the first option for determining the final expense: enter the final expense.</p>  <p data-bbox="701 611 1352 644"><b>REFER</b> trainees to the following references:</p> <ul data-bbox="701 667 1463 1375" style="list-style-type: none"><li>• M21-1 V.iii.1.G.7.c. (Example 2: General Rule for Deducting Final Expenses)</li><li>• M21-1 V.iii.1.G.7.d. (Example 3: Final Expenses Paid During the Calendar Year Following the Year of Death)</li><li>• M21-1 V.iii.1.G.7.e. (Example 4: Final Expenses Paid by the Surviving Spouse Before the Veteran's Death)</li><li>• M21-1 V.iii.1.G.7.f. (Example 5: Final Expenses Paid by the Surviving Spouse After the Veteran's Death but Before the Date of Pension Entitlement)</li><li>• M21-1 V.iii.1.G.7.g. (Example 6: Final Expenses Paid by the Surviving Spouse Before the Veteran's Death and During the Calendar Year Following the Year of Death)</li></ul> <p data-bbox="701 1398 1385 1472"><b>DISCUSS</b> with trainees the examples for final expenses. For each reference:</p> <ul data-bbox="701 1495 1390 1644" style="list-style-type: none"><li>• Select a trainee to read it aloud</li><li>• Take about 5 minutes to discuss</li><li>• Ask the trainees if they have any questions</li></ul>




**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Enter the Final Expense Demo</b></p> 	<p><b>DISPLAY</b> slide <b>46.</b> "Enter the Final Expense Demo"</p> <p><b>REMIN</b>D trainees that a <b>new</b> Financial Decision Effective date will be added for the final expense adjustment.</p>  <p><b>DEMONSTRATE</b> how to enter final expenses to the financial decision tab. Use the Claim 5.</p> <p><b>Note:</b> Use <b>only</b> one expense in the Claim 5 as an example. Trainees will enter the other expenses in the practice exercise.</p>
<p><b>Develop for Final Expense</b></p> 	<p><b>DISPLAY</b> slide <b>47.</b> "Develop for Final Expense"</p> <p><b>TRANSITION</b> to the second option for determining the final expense adjustment: develop for the final expense.</p> <p><b>EXPLAIN</b> to trainees that if additional information is needed, then develop for the final expense.</p>  <p><b>REFER</b> trainees to the following references:</p> <ul style="list-style-type: none"> <li>• M21-1 V.i.3.D.3 (Developing for Unreimbursed Funeral and Other Final Expenses)</li> <li>• 38 CFR 3.262.p. (Final expenses)</li> </ul> <p>Give trainees 5 minutes to review the references.</p> <p><b>SELECT</b> one or two trainees to answer the following question: What information is required for final (last illness or burial) expenses?</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Develop for Final Expense Answers</b></p> <ul style="list-style-type: none"> <li>• <i>Information required for final (last illness or burial) expenses:</i> <ul style="list-style-type: none"> <li>○ Statement as to the nature of death</li> <li>○ Amount paid</li> <li>○ Date paid</li> <li>○ Identity of creditor (for whom paid)</li> </ul> </li> </ul>	<p><b>DISPLAY</b> slide  <b>48.</b> "Develop for Final Expense Answers"</p> <p><b>PROVIDE</b> the answers to trainees:</p> <ul style="list-style-type: none"> <li>• <i>Information required for final (last illness or burial) expenses:</i> <ul style="list-style-type: none"> <li>○ <i>Statement as to the nature of death</i></li> <li>○ <i>Amount paid</i></li> <li>○ <i>Date paid</i></li> <li>○ <i>Identity of creditor (for whom paid)</i></li> </ul> </li> </ul> <p><b>EXPLAIN</b> that when developing for final expenses, use Section VI of VA Form 21-8049, Request for Detail of Expenses.</p> <p><b>REMIND</b> trainees that they learned about developing for missing information early in the course.</p> <div style="text-align: center;">  </div> <p><b>REFER</b> to the <b>Develop for Missing Information/Evidence</b> job aid. Have trainees navigate to the development for final expense information.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
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PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 542 327"><b>Deny the Final Expense</b></p> 	<p data-bbox="701 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="701 338 1138 369"><b>49.</b> "Deny the Final Expense"</p> <p data-bbox="701 394 1430 468"><b>TRANSITION</b> to the third option for determining the final expense: deny the final expense.</p> <p data-bbox="701 493 1463 604"><b>EXPLAIN</b> to trainees that if the final expense does not qualify for an award adjustment, then deny the final expense.</p> <p data-bbox="701 630 1430 741"><b>DISCUSS</b> with trainees an example of a final expense that would be denied. Use your personal experience to guide your discussion.</p>  <p data-bbox="701 884 1463 1035"><b>EMPHASIZE</b> to trainees that if the final expense is denied, annotate the award in the Remarks section of the VBMS-A Generate eDoc with details of the denial.</p>  <p data-bbox="701 1182 1438 1213">Refer to <b>Annotate the Award Checklist</b> job aid.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Final Expense Adjustment</b></p> <ul style="list-style-type: none"> <li>• Instructions: <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Access Claim 5.</li> <li>○ Enter the final expenses into the VBMS-A using the academy mode.</li> <li>○ Use Appendix A: Part F—Final Expense Adjustment worksheet to show your work.</li> <li>○ Be prepared to share your finished activity with other trainees.</li> </ul> </li> <li>• Time allowed: 15 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>50.</b> “Practice Exercise— Final Expense Adjustment”</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 5</li> <li>• Enter the final expenses into the VBMS-A using the academy mode</li> <li>• Use Appendix A: Part F—Final Expense Adjustment worksheet to show your work</li> <li>• Share the finished activity with the other trainees.</li> </ul> <p><b>ALLOW</b> 15 minutes to complete the exercise.</p>
<p><b>Practice Exercise— Final Expense Adjustment Answers</b></p> <p><i>Answers provided by instructor based on example claim selected.</i></p>	<p><b>DISPLAY</b> slide <b>51.</b> “Practice Exercise—Final Expense Adjustment Answers”</p> <p><b>PROVIDE</b> answers to trainees.</p> <p><i>Answers provided by instructor based on example claim selected.</i></p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**



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Effective (Entitlement) Date:

Payment (Financial Decision Effective) Date:






Final Expenses:

Statement as to the Nature of Death	Amount Paid	Date Paid	Identity of Creditor (For Whom Paid)

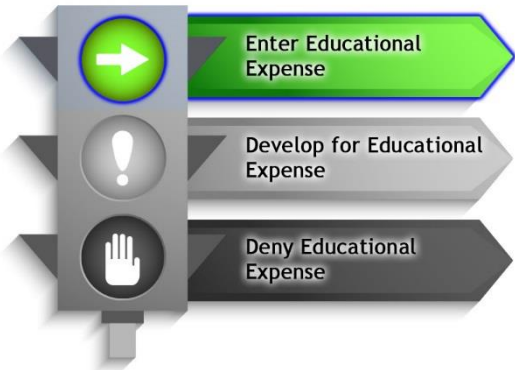




PowerPoint Slides	Instructor Activities
<p><b>Questions?</b></p> 	<p><b>DISPLAY</b> slide <b>52.</b> "Questions"</p>  <p><b>ASK</b> trainees if they have any questions or concerns regarding final expense adjustments. Use this time to clear up any confusion or misconceptions about the information presented.</p>






**Lesson 1: Determine Qualifying Expense Adjustments**  
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PowerPoint Slides	Instructor Activities
<p><b>Educational Expense Adjustments</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Medical Expense Adjustments</p> </div> <div style="text-align: center;">  <p>Final Expense Adjustments</p> </div> <div style="text-align: center;">  <p>Educational Expense Adjustments</p> </div> </div>	<p><b>DISPLAY</b> slide <b>53.</b> "Educational Expense Adjustments"</p> <p><b>TRANSITION</b> to the third expense adjustment: educational expenses.</p> <p><b>REMIN</b>D trainees that they previously learned about determining educational expenses early in the course.</p> <div style="text-align: center;">  </div> <p><b>REFER</b> trainees to M21-1 V.iii.1.G.8 (Educational Expense Deductions).</p> <p><b>GIVE</b> trainees a few minutes to read the references.</p> <p><b>DISCUSS</b> educational expenses with trainees. Use examples from your experience to guide the discussion.</p>
<p><b>Determine Qualifying Educational Expense Adjustments</b></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Enter Educational Expense</p> <p>Develop for Educational Expense</p> <p>Deny Educational Expense</p> </div> </div>	<p><b>DISPLAY</b> slide <b>54.</b> "Determine Qualifying Educational Expense Adjustments"</p> <p><b>EXPLAIN</b> to trainees that when determining the educational expense:</p> <ul style="list-style-type: none"> <li>• If the educational expense qualifies, then enter the educational expense</li> <li>• If additional information is needed, then develop for the educational expense</li> <li>• If the educational expense does <b>not</b> qualify, then deny the educational expense</li> </ul>

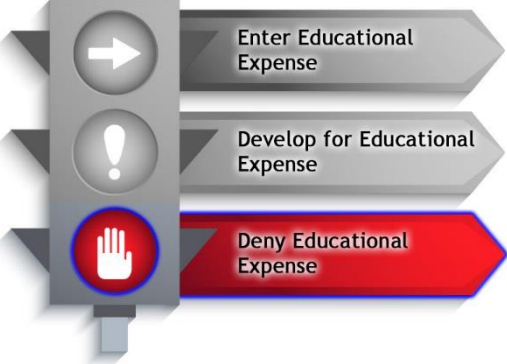


**Lesson 1: Determine Qualifying Expense Adjustments**  
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PowerPoint Slides	Instructor Activities
<p><b>Enter the Educational Expense</b></p> 	<p><b>DISPLAY</b> slide  <b>55.</b> "Enter the Educational Expense"</p> <p><b>TRANSITION</b> to the first option for determining the educational expense: enter the educational expense.</p>  <p><b>REFER</b> trainees to M21-1 V.iii.1.G.8.c. (Period of Deduction). Have one of the trainees read the reference aloud.</p>  <p><b>EMPHASIZE</b> to trainees that like medical and final expenses, educational expenses are deducted for the initial year or calendar year during which they were paid.</p>
<p><b>Enter the Educational Expenses Demo</b></p> 	<p><b>DISPLAY</b> slide  <b>56.</b> "Enter the Educational Expenses Demo"</p>  <p><b>DEMONSTRATE</b> how to enter the educational expense in VBMS-A using the academy mode.</p> <p><b>SHOW</b> how educational expenses are entered in the expense field on the Financial Decision screen.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 548 369"><b>Develop for Educational Expense</b></p> 	<p data-bbox="701 296 1279 369"><b>DISPLAY</b> slide <b>57.</b> "Develop for Educational Expense"</p> <p data-bbox="701 394 1442 506"><b>TRANSITION</b> to the second option for determining the educational expense: develop for the educational expense.</p>  <p data-bbox="701 653 1463 764"><b>REFER</b> trainees to M21-1 V.i.3.D.4 (Developing for Unreimbursed Educational Expenses). Give trainees 3 minutes to review the reference.</p> <p data-bbox="701 791 1385 865"><b>SELECT</b> one of the trainees to summarize the reference in his/her own words.</p>  <p data-bbox="701 1010 1406 1163"><b>REFER</b> to the <b>Develop for Missing Information/Evidence</b> job aid. Have trainees navigate to the development for educational expense information.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p data-bbox="154 296 654 327"><b>Deny the Educational Expense</b></p> 	<p data-bbox="703 296 927 327"><b>DISPLAY</b> slide</p> <p data-bbox="703 338 1240 369"><b>58.</b> "Deny the Educational Expense"</p> <p data-bbox="703 394 1430 506"><b>TRANSITION</b> to the third option for determining the educational expense: deny the educational expense.</p> <p data-bbox="703 531 1455 642"><b>EXPLAIN</b> to trainees that if the educational expense does not qualify for an award adjustment, then deny the educational expense.</p> <p data-bbox="703 667 1451 779"><b>DISCUSS</b> with trainees an example of an educational expense that would be denied. Use your personal experience to guide your discussion.</p>  <p data-bbox="703 919 1414 1073"><b>EMPHASIZE</b> to trainees that if the educational expense is denied, annotate the award in the Remarks section of VBMS-A Generate eDoc with details of the denial.</p>  <p data-bbox="703 1220 1451 1251"><b>Refer</b> to <b>Annotate the Award Checklist</b> job aid.</p>

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise—Educational Expense Adjustment</b></p> <ul style="list-style-type: none"> <li>• Instructions:           <ul style="list-style-type: none"> <li>○ Divide into groups of three.</li> <li>○ Access Claim 6.</li> <li>○ Enter the educational expense in VBMS-A using the academy mode.</li> <li>○ Complete Appendix A: Part G—Educational Expense Adjustment worksheet to show your work if needed.</li> <li>○ Be prepared to share your finished activity with other trainees.</li> </ul> </li> <li>• Time allowed: 15 minutes</li> </ul>	<p><b>DISPLAY</b> slide <b>59.</b> "Practice Exercise—Educational Expense Adjustment"</p> <p><b>DIVIDE</b> trainees into groups of three.</p> <p><b>DIRECT</b> trainees to:</p> <ul style="list-style-type: none"> <li>• Access Claim 6</li> <li>• Enter the educational expense in VBMS-A using the academy mode</li> <li>• Use Appendix A: Part G—Educational Expense Adjustment worksheet to show your work if needed</li> <li>• Share the finished activity with the other trainees</li> </ul> <p><b>ALLOW</b> 15 minutes to complete the exercise.</p>




*Effective (Entitlement) Date:*

*Payment (Financial Decision Effective) Date:*

*Educational Expenses:*

Description	Amount Paid	Date Paid	Provider	Paid For

**Lesson 1: Determine Qualifying Expense Adjustments**  
**Lesson Plan**

PowerPoint Slides	Instructor Activities
<p><b>Practice Exercise— Educational Expense Adjustment Answers</b></p> <p><i>Answers provided by instructor based on example claim selected.</i></p>	<p><b>DISPLAY</b> slide <b>60.</b> "Practice Exercise—Educational Expense Adjustment Answers"</p> <p><b>PROVIDE</b> the answers to the trainees.</p> <p><i>Answers provided by instructor based on example claim selected.</i></p>
<p><b>Questions?</b></p> 	<p><b>DISPLAY</b> slide <b>61.</b> "Questions"</p>  <p><b>ASK</b> trainees if they have any questions or concerns regarding educational expense adjustment. Use this time to clear up any confusion or misconceptions about the information presented.</p>
<p><b>Lesson Summary</b></p> 	<p><b>DISPLAY</b> slide <b>62.</b> "Lesson Summary"</p> <p><b>REVIEW</b> the key points of the lesson with a guided discussion using the following key points:</p> <ul style="list-style-type: none"> <li>• If the expense qualifies for an adjustment, then enter the qualifying expense for all applicable periods in VBMS-A</li> <li>• If additional information is needed, then develop for the expense</li> <li>• If the expense does not qualify for an adjustment, then deny the expense</li> </ul>
<p><b>What's Next</b></p> <p>Phase 5, Part 5, Lesson 2: Determine Amended Income Adjustments</p>	<p><b>DISPLAY</b> slide <b>63.</b> "What's Next"</p> <p><b>DISCUSS</b> the upcoming Phase 5, Part 5, Lesson 2: Determine Amended Income Adjustments.</p>