

Enclosure A - Procedural Table for Requesting a Fiduciary Appointment

Purpose

This document provides the procedures for fiduciary hub to establish control and notify the beneficiary of the pending fiduciary appointment when VA issued a final determination of incompetency. These procedures apply to cases identified in this Policy Letter as only requiring a fiduciary appointment. **Do not** apply these procedures to cases that also require a final rating or a final rating notification letter.

Procedures for Requesting a Fiduciary Appointment

Step	Action						
1	Open the “Establish EP 297- IA Field Exam Required” task in Beneficiary Fiduciary Field System (BFFS) and assign to the appropriate employee.						
2	<ol style="list-style-type: none"> 1. Open the beneficiary record in BFFS. 2. If the beneficiary address is a PO Box, look up physical address in CLEAR and edit the beneficiary record. 3. Select the Save button to update the beneficiary record. 						
3	<ol style="list-style-type: none"> 1. Add the initial appointment work item in BFFS. 2. Enter the date of the proposed rating in the date of letter field. 3. Enter the current date as the received date field. 4. Select the Save button to create the initial appointment work item in BFFS. 						
4	<ol style="list-style-type: none"> 1. Establish EP 297 with claim label “FID-Fiduciary Adjustment” in the appropriate system (VBMS or SHARE). 2. Enter the date of the final rating as the date of claim. 						
5	If applicable, cancel any pending controlling EP 590, 600 or 607 related to due process for incompetency or any EP 290 related to fiduciary adjustment.						
6	If applicable, cancel the “Local Regional Office- Special Use” diary or EP 810 created to control receipt of the proposed incompetency rating.						
7	<p>Confirm that the final rating notification letter is of record.</p> <table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>The final rating notification letter is of record</td> <td>Send <i>Letter 1, Final Rating and Pre-contact Letter</i>, available in BFFS. Attach the final rating notification letter.</td> </tr> <tr> <td>the final rating notification letter is not of record</td> <td>Send <i>Letter 2, Final Rating Without Notice or Final Rating by Hub Letter</i>. Attach the proposed rating notification letter and the final rating.</td> </tr> </tbody> </table>	If ...	Then ...	The final rating notification letter is of record	Send <i>Letter 1, Final Rating and Pre-contact Letter</i> , available in BFFS. Attach the final rating notification letter.	the final rating notification letter is not of record	Send <i>Letter 2, Final Rating Without Notice or Final Rating by Hub Letter</i> . Attach the proposed rating notification letter and the final rating.
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8	<ol style="list-style-type: none">1. Select "Awaiting Authorization" from the Rollback dropdown on the initial appointment work item.2. Select the Save button.3. Select the Assign to FE button.
9	Mark the BFFS "Establish EP 297- IA Field Exam Required" task as complete.

Procedures for Finalizing the Fiduciary Appointment

The fiduciary hub must cancel the EP 850, with claim label "Review, Control and Processing" upon completion of the initial appointment work item and EP 297.