

Enclosure C- Procedural Tables for Processing Cases Requiring Final Rating- No Additional Evidence or Hearing Request

Purpose

This document provides the procedures for fiduciary hubs to control and finalize a rating of incompetency when VA did not receive additional evidence or a request for a hearing. Do not apply these procedures to cases that also require proposed rating notification.

Procedures for Establishing Control

Step	Action
1	Open the "DP provided - Establish EP 609, finalize rating" 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 609 in appropriate system (VBMS or SHARE).2. Enter the date of the proposed 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	<ol style="list-style-type: none">1. Select "EP 600" from the Rollback dropdown on the initial appointment work item. ("EP 600" option will change to "EP 590" with release of BFFS 3.0 on April 24, 2016.)2. Enter "DP provided" in the Rollback Reason field.3. Select the Save button.
8	Mark the BFFS "DP provided - Establish EP 609, finalize rating" task as complete.

Procedures for Finalizing the Rating

Step	Action
1	Assign the initial appointment work item in Beneficiary Fiduciary Field System (BFFS) to the appropriate employee.
2	Confirm that reasonable efforts to contact the beneficiary by telephone for the purpose of verbally informing him or her of the Brady Act information were conducted. If documentation is not of record, contact the beneficiary in accordance with M21-1, III,v.9.B.3.e and M21-1, III,v.9.B.3.f.
3	<ol style="list-style-type: none"> 1. Complete the final incompetency rating in Veterans Benefits Management System (VBMS). 2. Select the Decision Complete button to update the initial appointment work item in BFFS. 3. Assign the initial appointment work item to the appropriate employee.
4	Complete Letter 2, <i>Final Rating Without Notice or Final Rating by Hub Letter</i> in BFFS.
5	<ol style="list-style-type: none"> 1. Generate the EP 609 award in the appropriate system (VBMS or SHARE). 2. Complete the Initial Request for Appointment Information fields in the beneficiary record in BFFS. 3. Select the Process 600 Complete button to update the initial appointment work item in BFFS. (Process 600 Complete button will change to Process 590 Complete with release of BFFS 3.0 on April 24, 2016.)
6	Authorize the EP 609 award in the appropriate system (VBMS or SHARE). Authorization of the EP 609 must be performed by an employee other than the employee who generated the award.
7	Upload the notification letter and award to the eFolder.
8	<p>Send Letter 2, to the</p> <ul style="list-style-type: none"> •beneficiary •power of attorney (if applicable) •court appointed representative (if applicable) <p>Attach the final rating and the proposed rating notification letter.</p>

9	1. Establish EP 297 with claim label “ FID -Fiduciary Adjustment” in appropriate system (VBMS or SHARE). 2. Enter the date of the final rating as the date of claim.
10	Select the Assign to FE button in BFFS to update the initial appointment work item.

Note: Final decisions of a beneficiary’s inability to manage benefits are not subject to review by a Veterans Service Organization as required by M21-1, I.3.B.1.

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.