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| **PART V. Case Management**  **Section B. Financial Responsibility and Accountability** | |
| **CHAPTER 10. AUTHORIZING AND PROCESSING EMPLOYMENT ADJUSTMENT ALLOWANCE** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Define the eligibility criteria for authorizing an EAA.   * Understand the procedures for processing an EAA. |
| **Contents** | **General Information**  **Eligibility**  **Procedures**  a. Required Documentation  b. EAA Rate of Payment  1. Chapter 31  2. Post-911  c. Dependents  d. Out-of-System Payment  e. Processing EAA Payment in the Benefits Delivery Network (BDN)  **Responsibilities and Accountability**  a. Primary Responsibility for Processing EAA  1. Finance Section  2. VR&E Office  b. Responsibilities for Ensuring Accuracy and Timeliness  1. Eligibility Termination Date (ETD)  2. Duplication of Payment  3. Veteran’s Collection of Indebtedness  4. Timeliness of Payment |
| **Appendices** | Appendix O. VA forms  Appendix AA. Rate of Pay for P911SA |
| **Exercises** | 1. What are the criteria for authorizing an employment adjustment allowance? 2. Differentiate the rate of payment between Chapter 31 and Post 9/11 employment adjustment allowance. 3. What are the procedures for processing an EAA? 4. Define responsibilities of VR&E and Finance in processing EAA. |
| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |