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Benefits and Memorial (BAM) Services Portfolio

Awards User Guide

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Submitted to:
Mary John
Department of Veterans Affairs
manu.john@va.gov
(848) 301-5606

Submitted by:
Booz Allen Hamilton Inc.
2387 Clements Ferry Road
Charleston, SC 29493
(843) 471-1231

Booz | Allen | Hamilton

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The current approved version of this deliverable is maintained and published electronically on the BID PMO site, therefore printed copies may not be up to date. Access to a previous version is available upon request.

Awards User Guide

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Getting Started

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Welcome

Welcome to the VBMS Awards User Guide. This information has been designed specifically for Veterans Benefits Management System (VBMS) Awards users.

Although there are multiple permission levels for users, this guide describes the tasks required for all awards specialists. Topics have also been included to describe some additional views and features available to senior or supervisor users.

VBMS is a web-based application designed to support end-to-end claims processing through a consolidated portal. Rather than passing paper from person to person, claims are electronically transferred via the VBMS application, throughout the claim processing lifecycle.

Users can log into VBMS internally from the VA network, including connections via the VA's Virtual Private Network (VPN).

Online Help Features

VBMS Awards provides a robust online help system, which offers several features that are designed to aid navigation and assist you in finding the information you need.

You can access the online help system from the Awards Help link in the Menu bar, available at the top of every screen.

You can choose to show or hide a Navigation Side Panel on the left side of your screen by selecting the **Show side navigation** button or **Hide side navigation** button. From the panel, you can select the online help topic links, or tab through them and use your Enter key to navigate to areas of interest.

In addition to the online help system, the Awards User Guide is available for download as a PDF file.

Viewed in Acrobat Reader or another PDF viewer, this format offers several methods for finding the information you need, including bookmarks, a table of contents, an index, and search features.

PDF Bookmarks

Bookmarks are expandable table of contents links that appear by default in the left panel of the PDF file. These links correspond to chapter headings in the guides. You can select the plus sign icon next to the heading to view the subheadings that appear in that chapter. To use PDF bookmarks:

1. Open the guide PDF file. A list of bookmarks is shown in the left panel.
2. Select the plus sign next to the heading you want to expand.
3. Select a bookmark to navigate to that topic.

PDF Search Features

Acrobat Reader contains search features you can use to find the information you need. To use basic PDF search features:

1. From the Menu bar, select **Edit** and then choose **Find** from the list. The Find field is shown in the upper right corner of the PDF viewer.
2. Enter a word or phrase related to the topic you would like to view. Select *previous* to find information that appears earlier in the PDF, or *next* to find information that appears later in the PDF.
3. If the text is found, the PDF viewer highlights it.

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Application Access

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Application Access

To access the Awards application, you must receive access credentials based on your user role. User registration and authentication is managed by outside identity providers, such as Common Security Services (CSS).

Your supervisor can register for access credentials on your behalf, either with a paper form or by applying electronically in the CSEM system. Requests can be made for a single user with a single role, a single user with multiple roles, or group requests can be made for multiple users with the same user role.

After a request is submitted, allow 24 hours for access to be granted. When the registration process is complete, you and your supervisor will receive a user name and a temporary password by email. For security reasons, you must change the initial password when you first log in to the VBMS application.

Veteran Record Access

When users search for a record in the application, their ability to access and modify that record is determined by a combination of user access rights (also referred to as a role) and the sensitivity level of the record.

To support the user roles and sensitivity levels, the application applies policy rules to ensure proper record retrieval. This means only records, search results, claims, contentions, documents, annotations, and participant-identifying data that are classified at a sensitivity level that is equal to or less than the sensitivity level of the user will be shown. If the sensitivity level of the record or item is classified at a higher level, the user cannot view the item. Likewise, application actions are made available based on the role of the user logged into the application.

Users cannot modify their own records, the records of their relatives, or the records of VA employees who work with them in the same RO. When these restrictions apply, a message is shown on the Veteran Profile page below the search bar confirming the restricted, read-only access.

Additive User Permissions

In some cases, users may be granted more than one user role. Permissions will then be additive; this means the role permissions are combined, and the user can access all the information and functions that are allowed for any of the granted roles.

Higher Level Permissions

Some permissions are enforced at levels above the user role. For example, a user may have the permissions to establish, authorize and award claims. However, users cannot both establish and authorize the same claim, or authorize and award the same claim, due to permissions that are enforced at a higher level – in this case, claim level permissions. Similarly, many user roles can edit claim information, but most non-supervisor users can only do so for claims that have been assigned to them.

Passwords

When you have received your user name and temporary password, you can log in to the Awards application. You will be required to change your temporary password when you log in for the first time.

To comply with VA Directive 6500, passwords automatically expire every 90 days. Users receive a password expiration warning every day for five days before the 90 day period ends.

When a password expires, the user must specify a new password on the next log in attempt. Users can also change passwords at any time using the change password check box from the log in page. Passwords used within the last two years cannot be repeated.

Password Strength

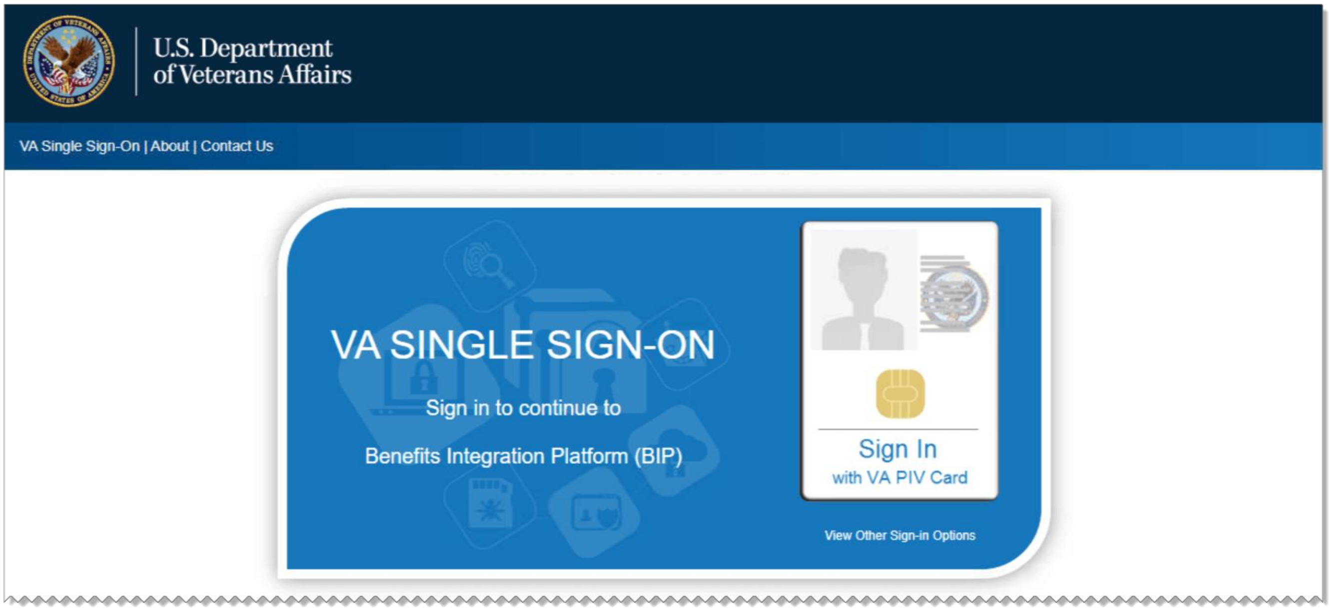
Password strength is a critical component of system security, defined as how well a password resists guessing and brute-force attacks. To ensure the security of Veteran data, passwords must meet the following minimum requirements:

- Must be eight characters in length
- Six of the characters cannot occur more than once (AAAaaa11% is acceptable, but AAAAaaa11% is not)
- Must contain three of the four following types of characters:
- Lowercase letters (a - z)
- Uppercase letters (A - Z)
- Arabic numerals (0,1,2,...9)
- Special characters as follows, with no : [colon] or [SPACE]: **! @ # $ % ^ & * ( ) + { } | " < > ? ' . / [ ] \ - = ~ `**

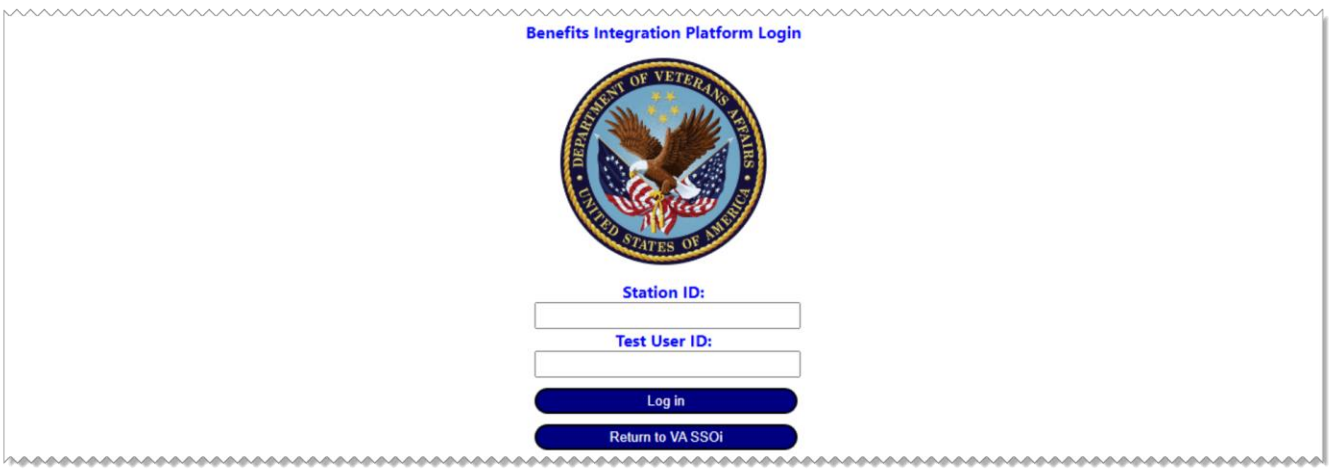
Logging In

1. Connect using a VA approved network, including VA VPNs.
2. Navigate to the following link to launch VBMS in your web browser: https://www.vbms.vba.va.gov/awards

3. From the VA Single Sign-On login page, select **Sign In with VA PIV Card**. Follow the prompts to select a certificate and enter your PIN.



4. To sign in with Windows Authentication or your VA Network ID instead, select **View Other Sign-in Options** and follow the prompts to use other credentials.
5. From the Benefits Integration Platform Login page, enter your Station ID and User ID and select **Log In**.



6. If an administrator has set a global message, it may be shown automatically, or you can view system-wide messages from the Alerts tab.

Signing Out

If your computer remains inactive for 60 minutes, the application automatically times out and unsaved work will be lost. It is a good security practice to lock your computer or sign out when you leave your workstation area for any length of time.

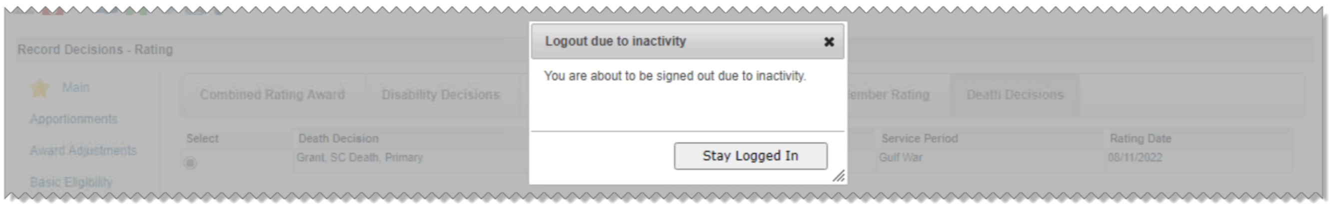
1. Select **Sign Out** from the Menu bar at the top right of any page.

2. Exit the web browser to fully close your session.

Timing Out

If your computer remains inactive for 60 minutes, the application automatically times out and any unsaved work will be lost. If you have multiple tabs open, your session will not time out as long as you are actively working in one tab.

1. Before timing out, a **Logout due to inactivity** dialog opens.
2. To stop the time out and return to the page where you were working, select **Stay Logged In**.



3. If you do not select **OK** before timing out, a time out message opens.
4. To continue working, you must log back in.

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Navigating Awards

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Navigating Awards Main Pages

Information in the Awards application is grouped by main pages. Each chapter in this guide represents one of the Awards main pages.

Multiple views may be provided from main pages using tabs. When tabs are provided, you can select them to switch between the views.

Application Functions

The VBMS Awards application allows you to:

- Search for participants using a File Number or Social Security number (SSN)
- View all participants linked to the searched number including the Veteran, family members, fiduciaries, or Power of Attorney (POA) representatives; all beneficiaries of associated awards; and all claimants for associated claims

You can also perform the following Awards processing actions:

- Add, delete, or review awards
- Review decision and award histories
- Review award diary entries
- Record prior award payments for an award lacking sufficient historical data to process new actions
- Generate awards and process Notification information
- Review current and proposed awards
- Authorize and concur awards
- Suspend or resume beneficiaries on awards
- Revert awards processing back to the previously authorized award

Awards Menu Bar

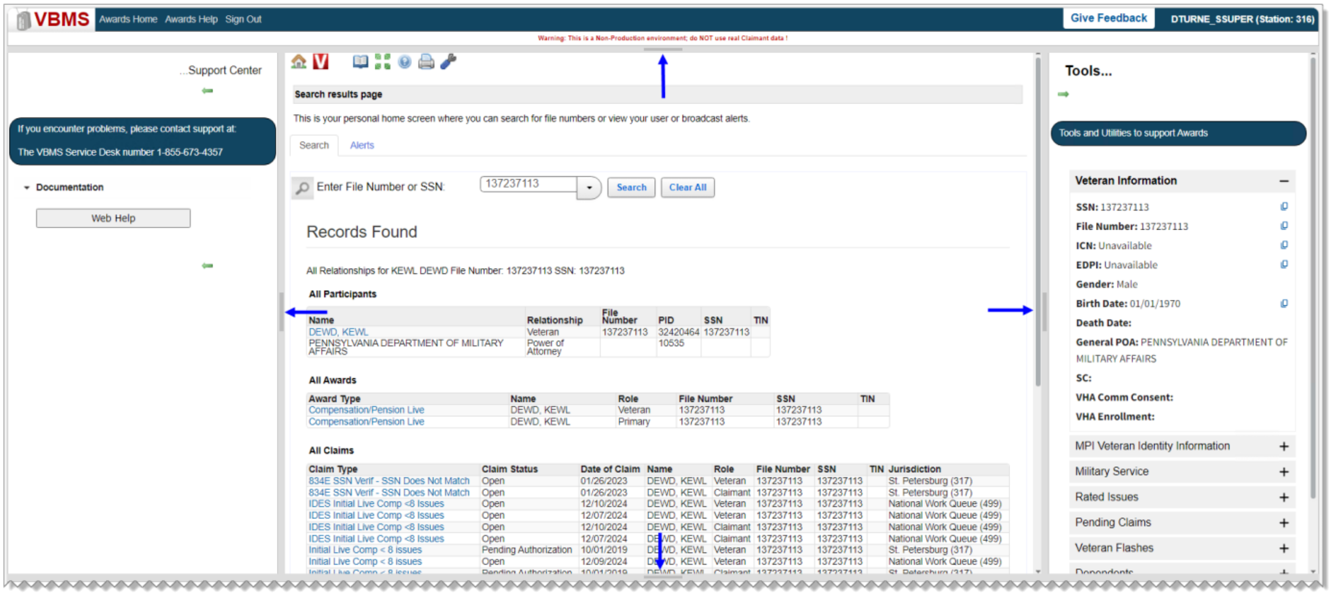
Links are provided in the Awards Menu bar at the top of every page, allowing quick navigation.

From the Menu bar, you can navigate to the Home page with the Awards Home link, open the Support Center flyout panel with the Awards Help link, give feedback from the Give Feedback link, and sign out of the Awards application with the Sign Out link.

The Menu bar is also a flyout panel, which is open by default when you log into the application. You can close it using the flyout panel control, shown as a grey horizontal bar at the bottom of the flyout.

Flyout Panels

In addition to the Menu bar flyout, the Awards application provides two side flyout panels — the Support Center flyout on the left, and the Tools flyout on the right.



The flyout panels open or close when you select the flyout panel controls, shown as grey vertical bars on the left and right edges of the screen.

You can also close the side flyout panels with the Close icon, which is shown as a green arrow inside the flyout panel.

Support Center Flyout

The Support Center flyout, accessed by selecting the Support Center icon or the Awards Help link in the Menu bar, has the following links:

- **Documentation**: contains a button for launching the online help.

Tools Flyout

The Tools flyout contains buttons for accessing tools and utilities to support awards, as described in Tools Pane. Some buttons in this section may be disabled if there is no current or proposed award for the participant.

Bottom Flyout

The bottom flyout panel shows the build number, along with the date and time. You can open and close it using the flyout panel control, shown as a grey horizontal bar at the top of the flyout.

Icon Bar

The Awards icon bar is available below the Menu bar, to provide various navigation options and other helpful features.

The following icons are available:

- Home icon: navigates to the Awards Home page.
- VBMS icon: navigates to the VBMS application.
- Support Center icon: opens the Support Center flyout, where you can access documentation and contact information for the VBMS Support Desk.
- Banner Buttons icon: shows or hides the Awards menu bar. The content section of the page is reduced when the banner is shown.
- Context Sensitive Help icon: opens the Awards Help window.
- Print Screen icon: opens your browser's Print dialog.
- Tools icon: opens the Tools flyout, where you can access tools and utilities to support awards.

Column Sorting

Many of the VBMS-Awards pages will contain tables or grids of data. In the header row at the top of each grid, each column will have a label describing the contents.

Some columns will contain triangle icons. These triangle icons are used for sorting the column contents, and not all columns will provide this ability. The single triangle pointing up or down indicates columns that are already sorted, and in which direction. The double triangles indicate columns that can be sorted. Selecting the double triangles once sorts the column content in ascending order. Selecting the double triangles a second time will sort in the descending direction.

For example, if the Added to Gross column is already sorted in the ascending direction (from low to high), a single triangle pointing up will be shown. By selecting that arrow, the column contents will be sorted in a descending direction (high to low) and the arrow will point down.

Page Link and Tab Elements

The following sections describe some of the common page elements included on Awards main pages.

Scroll Bars

When a page contains too much information to fit onto the allowable page space, scroll bars may appear. Typically scroll bars appear to the right of a data grids, pages or column panels within a page. These would be referred to as vertical scroll bars.

Vertical scroll bars appear when there is more data that will fit within the height of a specific page size. These bars become available to allow the operator to move the data up and down and scroll through the items shown.

Notice if there are more line items that fit on a page, and the operator uses the right-hand scroll bar to move up and down through the list, any links or features on the left side of the page will not scroll. They will be stationary and available always. Most decision pages will contain this capability.

Horizontal scroll bars usually appear if the amount of information on a given page is too wide to fit within the application widow, or the computer screens, width. These bars allow the operator to pan left and right and view the unseen contents. Horizontal scroll bars do not appear as often as the vertical scroll bars, since most pages contain less information than the width of the screen, or the information wraps within the screen size. However, they do appear on occasion and operate in the same fashion.

Selecting Options

Within the VBMS-Awards pages there may be radio buttons. These buttons allow the operator to choose a single display or filtering option, or one item in a selection list.

Like the radio button selection fields, check boxes are also used for selecting different options. When selecting items from a list using a check box, the operator may choose either one or more items in a given list. Typically, when a check box is selected, a check mark will appear which indicates the option is selected. To de- select the same item, the check box can be selected a second time and the check mark will disappear which will indicate the item is no longer selected.

Another way of selecting items from a list is by using a drop-down list. When selecting the arrow icon, the operator is given a list of items to choose from. Once one of these items is selected, that item will then appear in the given field. To choose a different item, the arrow is selected again, and a different item is chosen to display in the field.

Zoom Controls

The following instructions pertain to the IE version 9.0 browser application. However, all browsers contain a similar function. When first accessing the VBMS-Awards application, the IE9 browser window will display the contents in a 100% zoom display. The visual percentage can be found at the bottom of the browser window, as seen below.

If this percentage value is not displayed, select the View menu and highlight the Toolbars option. Then select the Status Bar option. This will display the bottom bar that contains the zoom percentage function.

To change the zoom value, select the drop-down arrow to the right of the zoom percentage value and choose another value. This will display the page contents in a different zoom value, as seen below.

The operator may also set a specific zoom value, known as a custom zoom. Select the drop-down arrow to the right of the zoom percentage value and choose the Custom option. This will display a customize dialog. Enter a custom zoom value then select Ok. The window will change views to the entered value.

Functional Buttons

Several of the Awards pages contain functional buttons that access a specific operation, such as adding new records, or editing existing items, or showing historical information for a selected record, etc.

When using a functional button to perform such operations, the button may access a separate page to perform the process. Or it may simply display the action at the bottom of the page for completion.

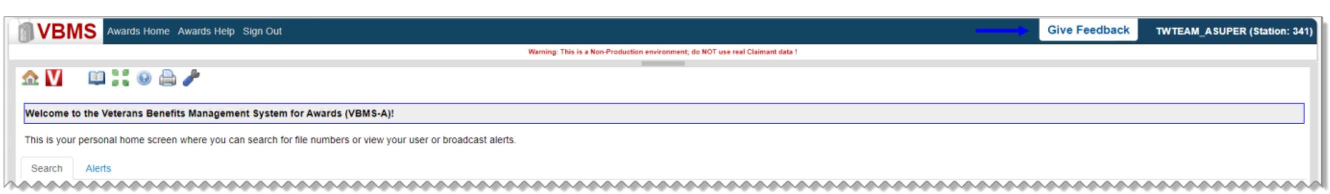
Print Page Contents

You can print the currently displayed page contents with the Print icon.

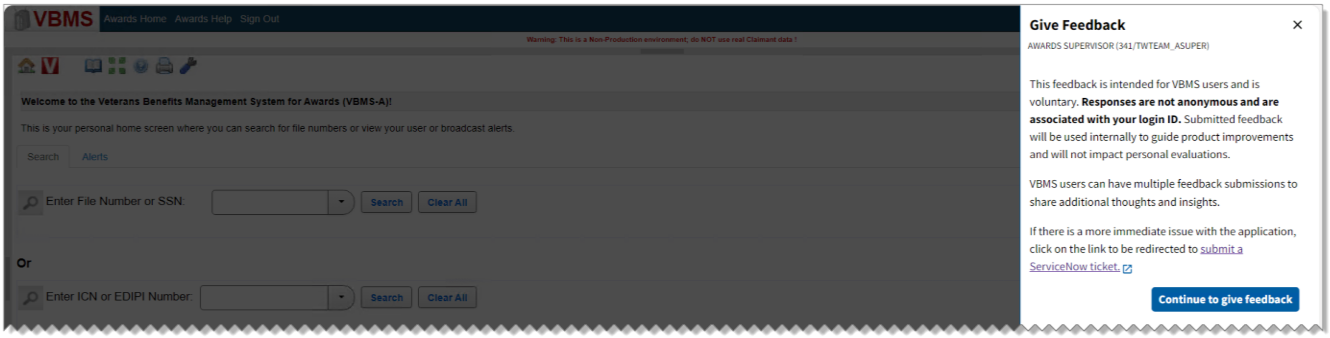
1. Select the Print icon. The Print dialog opens.
2. If not already selected, choose the correct printer from the list of available printers.
3. Select the Preferences button to change any printer settings, if needed.
4. Select the Page Range and Number of Copies options needed.
5. Select the Print button to send the page contents to the printer chosen.

Give Feedback

From the Give Feedback link, available from the menu bar at the top of any page, you can open a ServiceNow ticket, or submit a feedback survey.

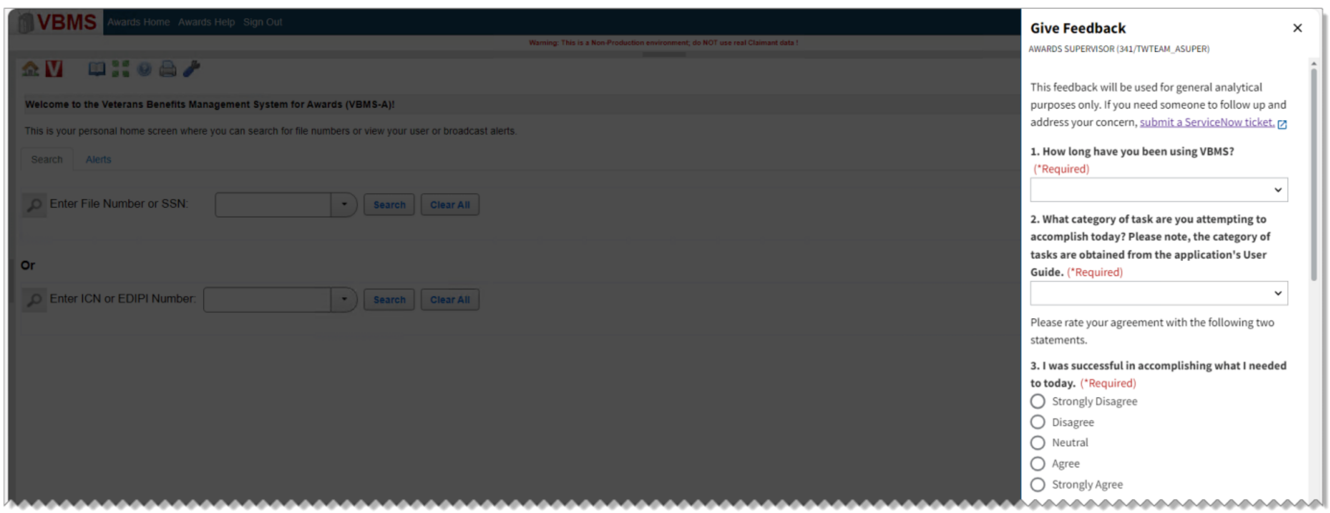


The Give Feedback pane opens on the right side of the page.



To submit a ServiceNow ticket, select the submit a ServiceNow ticket link. The Service Portal opens in a new browser window.

To submit a feedback survey, select Continue to give feedback. The survey opens.



Enter the required information and any additional information, as needed. Select Submit Feedback.

A success message is shown indicating your feedback was submitted.

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Home Page

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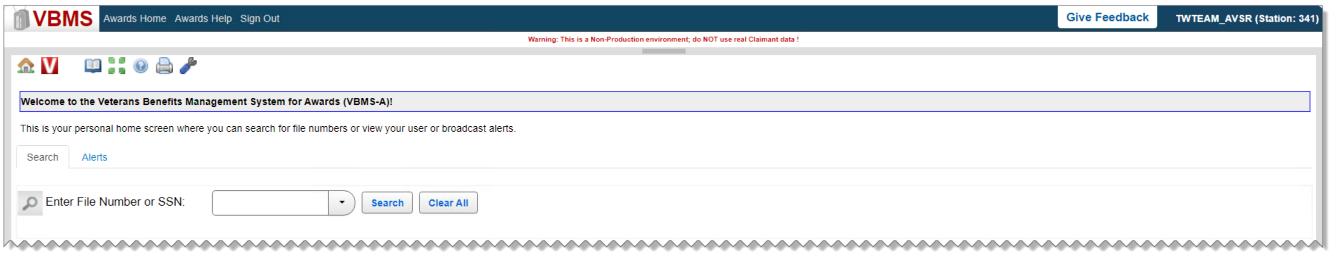
Home Page

The Home page is the first page shown after you log into the application. You can search for participants from the Search tab, or view a list of alerts on the Alerts tab.



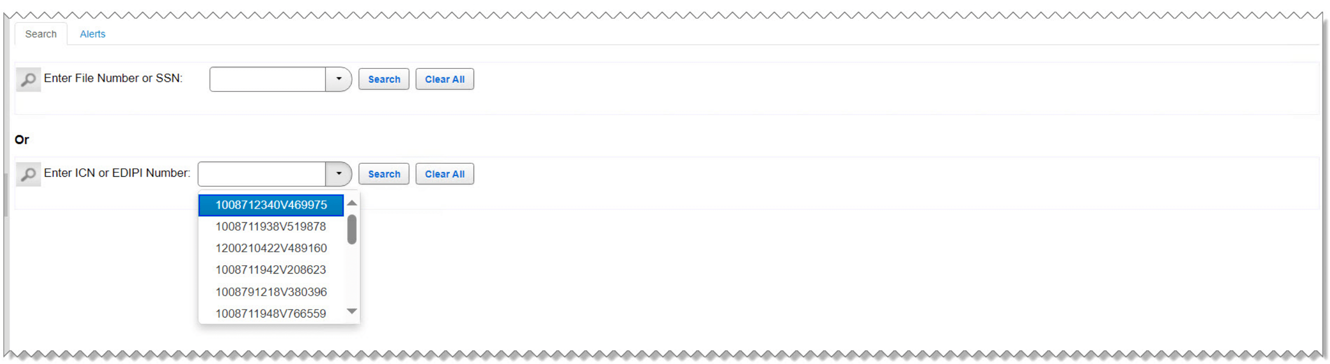
You can return to the home page from any other application page by selecting the Awards Home link in the menu bar or the home icon in the icon bar in the upper left corner of the page.

Awards administrators can access the Configurable Settings page by selecting the Admin Home link. See Admin for more information.

Searching for Participants

From the Search tab, you can search for participants by file number, Social Security number, Integration Control Number (ICN), or Electronic Data Interchange Personnel Identifier (EDIPI) number.

1. Enter a file number, Social Security number, ICN, or EDIPI number in the search field and select **Search**.

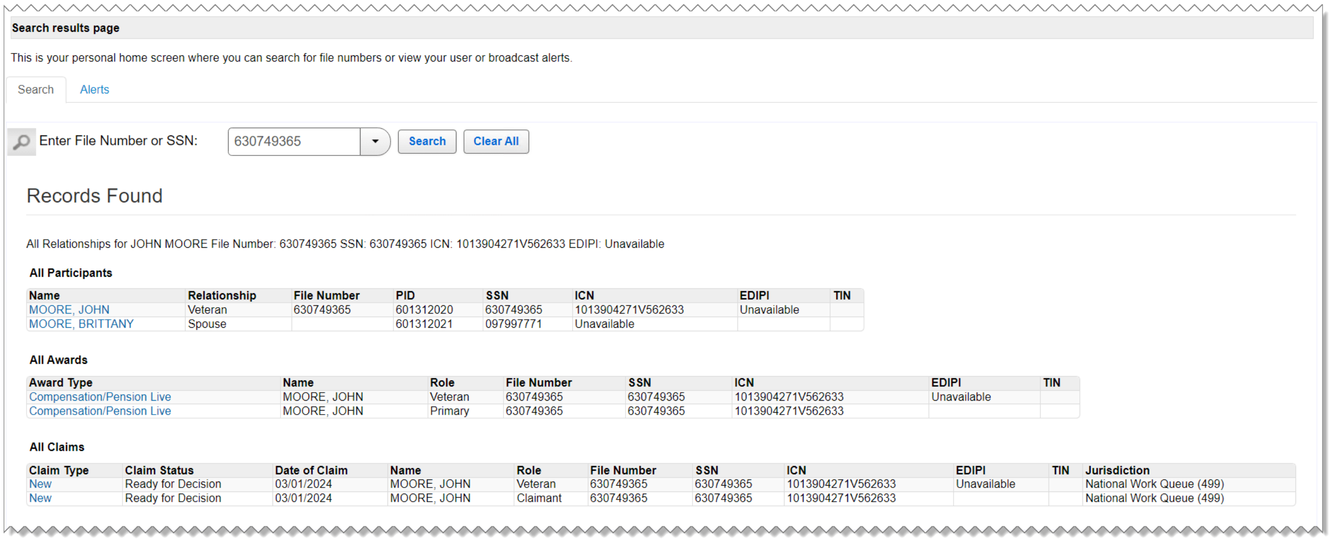


2. You can also choose one of your most recent searches by selecting the arrow next to the search field and choosing an item from the list.
3. To clear your entry and start a new search, select **Clear All**.

Viewing Search Results

If there are no participants other than the Veteran, the All Awards page will be shown.

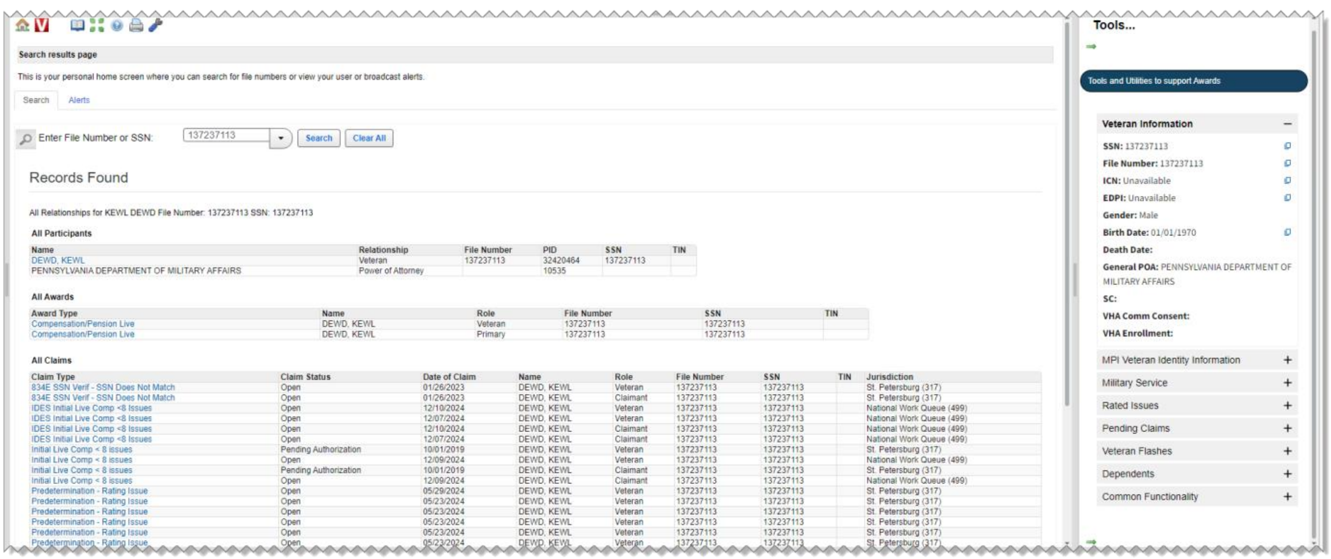
When related participants are found, information will be shown in the All Participants, All Awards, and All Claims sections on the bottom half of the page.



Veteran information is shown, as well as a list of other participants related to the Veteran, such as family members, claimants, fiduciaries, or POA representatives. Awards and pending claims associated with the Veteran are also listed. You can select the links to view the All Awards page for the selected participant.

Tools Pane

Once you have searched for a participant, general information can also be viewed in the Tools pane on the right side of the page.

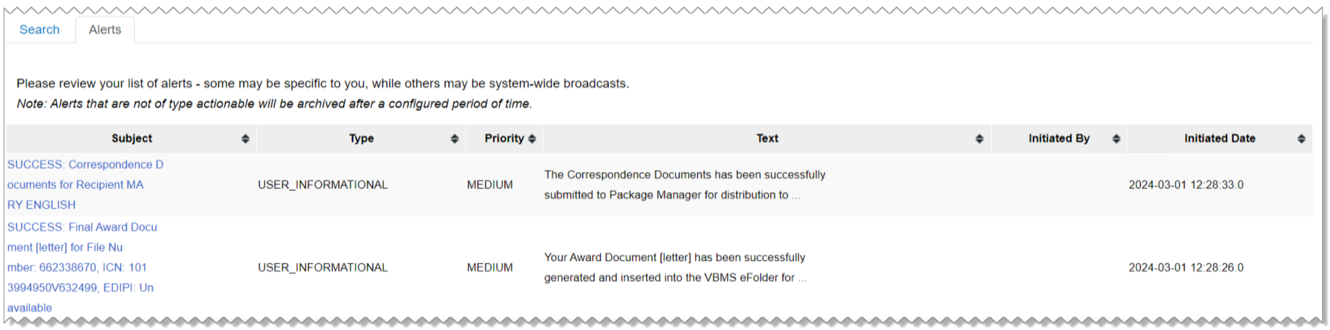


You can expand the sections to show more information, such as a summary of Veteran information, Master Person Index (MPI) Veteran Identity information, a list of pending claims, dependents, or military service information.

You can access other pages, such as Award History, by expanding the Common Functionality section. Some buttons in this section may be disabled if there is no current or proposed award for the participant. Selecting one of the buttons provided will open a read-only version of the associated page in a separate browser window. You can move this window to another part of the screen or to a separate monitor, to assist with side-by-side comparisons. This window is automatically closed if you generate a new proposed award or if you return to the Search tab.

Viewing Alerts

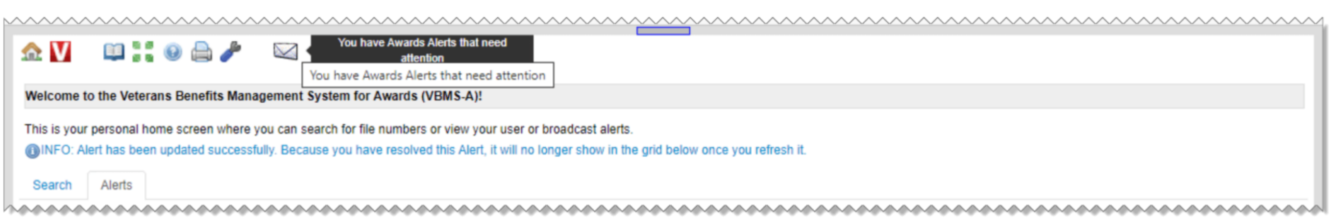
From the Alerts tab, you can view system-wide alerts, as well as alerts that apply to specific awards or documents that you are working with.



You can select the alert link in the Subject column to show additional detail.

The detail information may also provide links, allowing you to navigate to eFolder documents that are related to the alert.

When new alerts are available, an envelope icon is shown in the icon bar at the top of the page. You can select this icon to open the Alerts tab.



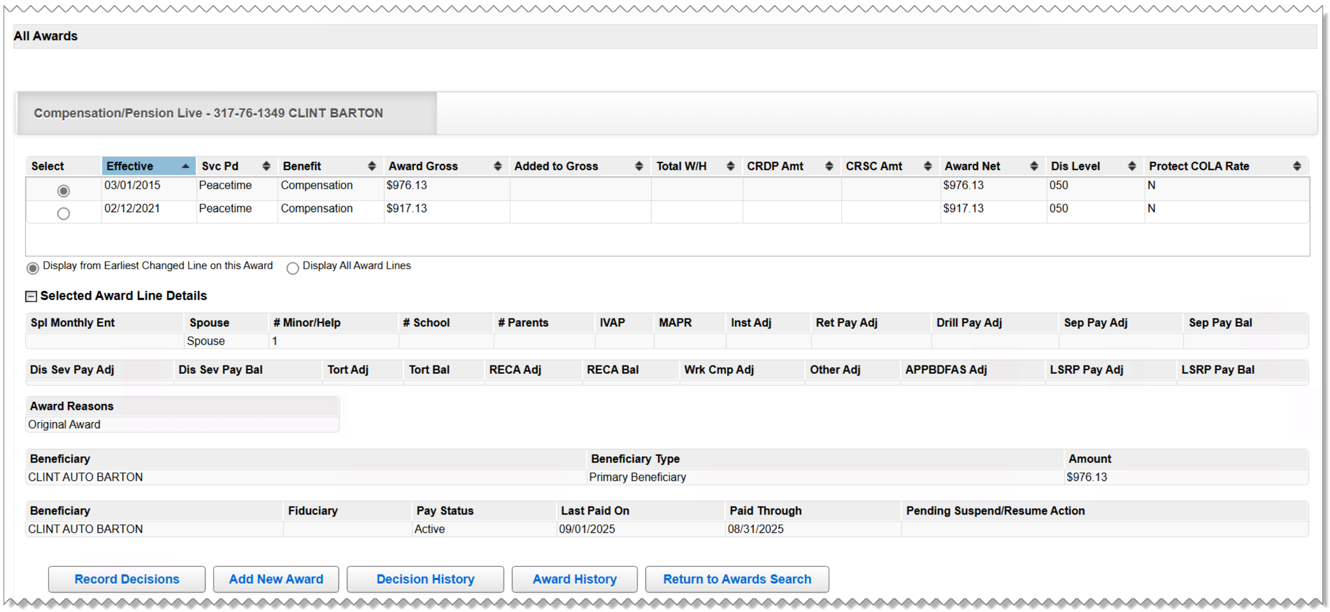
5

All Awards Page

Chapter Contents

All Awards Page

From the All Awards page, you can view current award data, such as Award Lines, Award Line Reasons, Beneficiaries, Beneficiary payment status, or Disallowance reasons, and begin processing the selected award.



The tabs at the top of the All Awards page correspond to separate award records entered for the Veteran or family members.

Once an award is created, its tab is shown at the top of the All Awards page. You can then select the tab to further process the award.

To filter the list of award lines for the award, select the Display from Earliest Changed Line on this Award option. This will show only the award lines changed from the earliest date since the previous award event. To show all award lines for the award, select the Display All Award Lines option.

To view details for an award line, such as beneficiaries and reasons, select the radio button in the Select column for the award line for review. The first award line in the list is selected by default. To show or hide the selected award line details, select the plus [+] or minus [-] sign next to the Selected Award Line Details header.

The All Awards page includes buttons for the following actions:

Record Decisions: opens the Record Decisions page, where you can begin award processing. For more information, see Record Decisions Page.

Add New Award: opens the Add New Award page, where you can add an award record. For more information, see Adding New Awards.

Delete This Award: deletes the selected award; only shown for award records with no generated awards. For more information, see Deleting Awards.

Decision History: opens the Awards History page, where you can view decision history. For more information, see Award and Decision History.

Award History: opens the Awards History page, where you can view decision and award history, access PDF versions of the award document and award letter, and access another page where you can edit and resend correspondence. For more information, see Award and Decision History and Resending Correspondence.

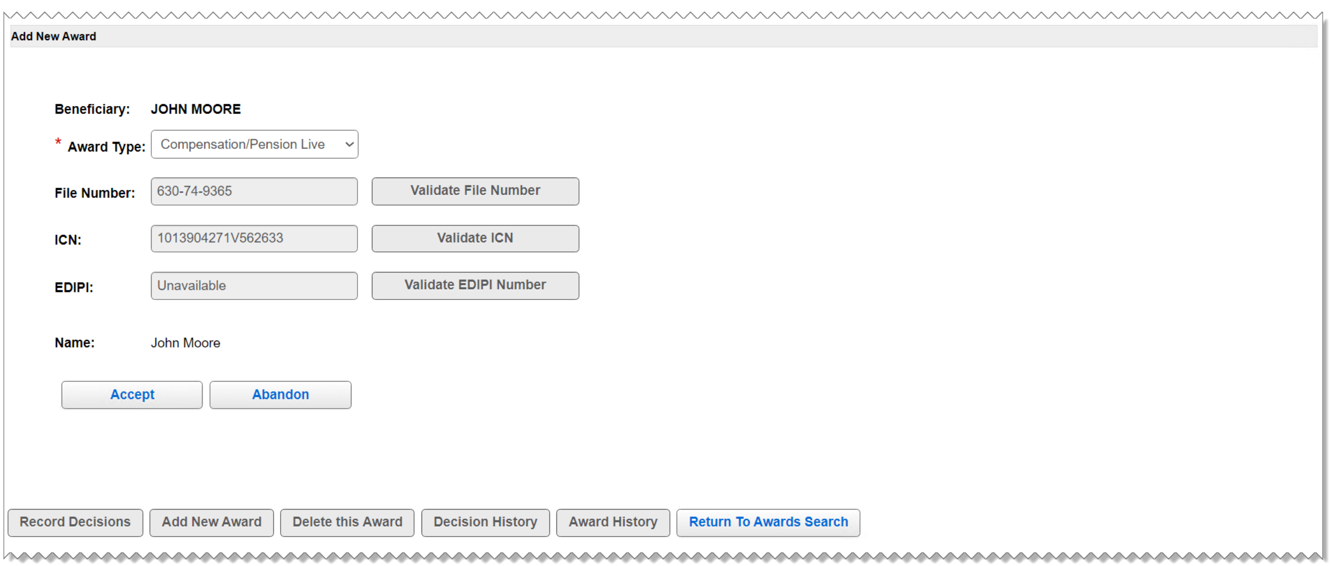
Return to Awards Search: opens the Search tab of the home page.

Clothing Allowance Awards

Veteran Health Administration (VHA) Clothing Allowance users are only able to process Clothing Allowance awards. They will be able to view the Award History and Decision History pages from the All Awards page, but are not able to enter or access any decision pages (i.e., Record Decisions) for any award other than Clothing Allowance.

Adding New Awards

1. From the All Awards page, select **Add New Award**.
2. From the Add New Award page, the Beneficiary name is filled with the participant selected from the search screen.

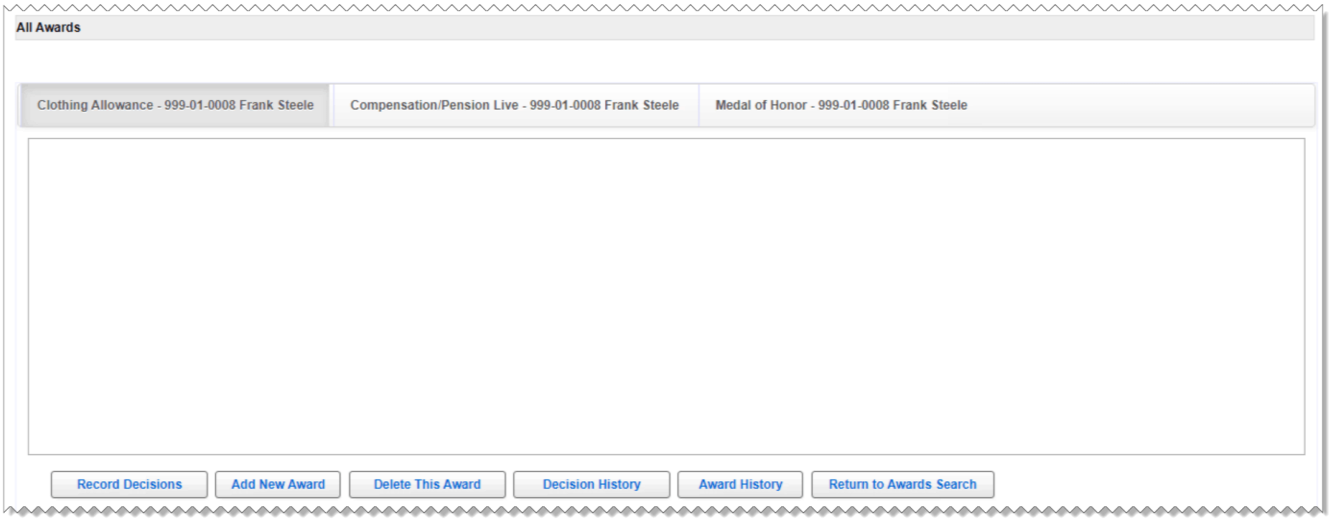


3. Select an Award Type from the list.
4. Depending on the award type and the beneficiary relationship to the Veteran, a File Number may be needed. If required, select **Validate File Number** to ensure the file number is in the system.
5. Select **Accept**. The All Awards page opens, showing a tab for new award.

Deleting Awards

Users with permissions can delete award records until the award has been generated.

1. From the All Awards page, select the tab for the award you want to delete.



2. Select **Delete This Award**. The award record is deleted.

Attorney Fee and Military Pay Flashes

Attorney Fee flashes and Military Pay flashes, also known as message alerts, may be shown on the All Awards, Record Decisions, and Current/Proposed Award pages to indicate that the claim being processed may have possible financial offsets.

Attorney Fee Flashes

Attorney Fee flashes are alerts associated to a claim and the Veteran claimant to indicate that the attorney representing the Veteran is paid from the award monies due.

One or more of the following flashes from Corporate Flashes may be set in VBMS-CORE or SHARE:

- Attorney Fee
- Potential Attorney Fee
- Private Attorney Fee – Fees Payable
- Private Attorney Fee – No Fees Payable

Once a claim is established in VBMS-CORE or SHARE and rated in VBMS-R, award generation and finalization in VBMS-Awards displays the flashes that were set in VBMS-CORE or SHARE.

Military Pay Flashes

Military Pay flashes are alerts associated to a claim and the Veteran claimant to indicate that there may be possible Military Pay adjustments to a claim.

Of the two types of Military Payments – Retired Pay and Discharge Pay – processed in VBMS-Awards, only Retired Pay Case and Survivor Beneficiary are currently shown as flashes on the All Awards, Record Decisions, and Review Current/Proposed pages.

To display each of the below Discharge Pay types:

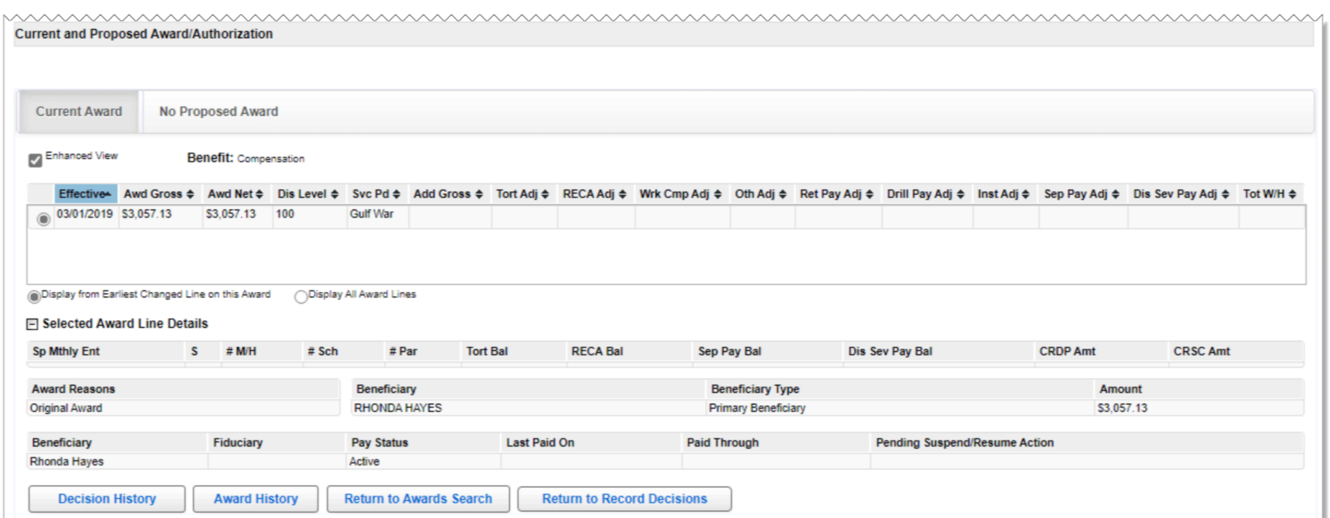
- Disability Severance
- Readjustment
- Reservists Involuntary Separation Payment
- Separation
- Special Separation Benefit and Retired Pay types
- Disability Retired Payment
- Regular Retired Payment
- Retired Payment-Reserves
- Temporary Disability Retired Payment

As indicators on All Awards, Record Decisions, and Current/Proposed Award pages of a CPL award, the balance for the withholding for the currently active award line (latest dated award line less than or equal to the date the user is viewing the Flash) is greater than $0.00.

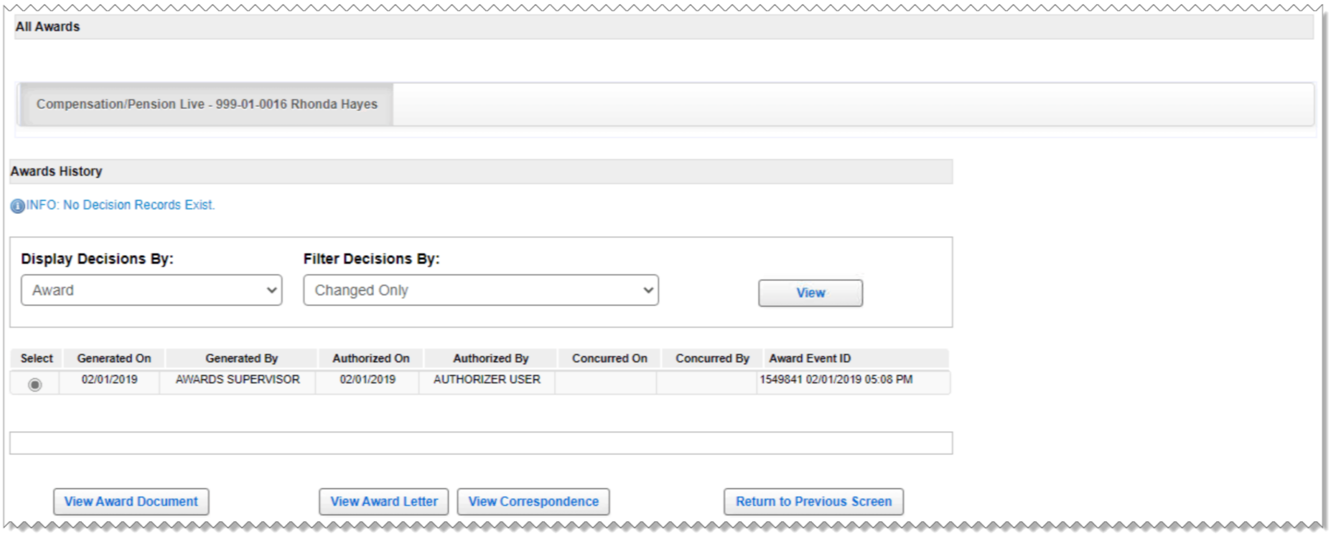
These indicators would be different on All Awards and Current/Proposed Award authorization pages if a proposed award is pending authorization and circumstances of the award are such that a change causes the balance to reduce to $0.00 for the currently active award line.

Award and Decision History

From several pages including All Awards, Add New Award, Record Decisions, and Current and Proposed Award, the Award History and Decision History buttons are available. A History button is also available from the Suspend or Resume page and various decision entry pages.



You can select one of these buttons to open the Awards History page. Different information will be shown at first based on which button you selected and which page you were viewing previously. For example, if you select History from the Suspend or Resume page, the list of decisions will only include Suspend or Resume events at first.



You can choose a different Display Decisions By option and select View to show data by Award event, Subject Area (decision type), or Suspend/Resume event.

You can also choose a different Filter Decisions By option and select View to filter the decisions shown. Options will vary based on your Display Decisions By selection.

To return to the page you were viewing previously, you can select Return to Previous Screen. The other buttons on the Awards History page will be enabled based on whether the award document (datasheet) and award letter have been successfully generated and uploaded to the VBMS eFolder, and whether the Centralized Benefits Communication Management (CBCM) service is enabled.

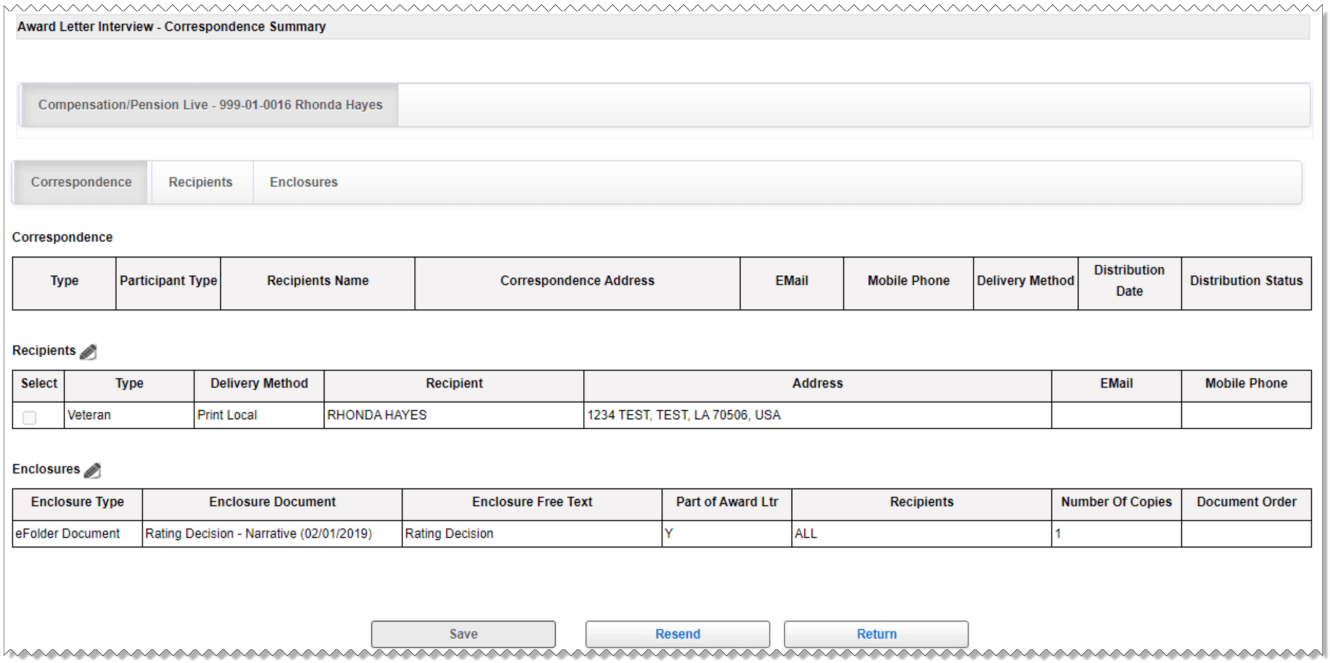
Viewing Award Documents and Award Letters

When an award is authorized and the award document (datasheet) and letter are both successfully generated, you can select View Award Document or View Award Letter from the Awards History page to view a PDF copy of the document or letter in a new browser tab.

If the award document failed to generate and upload to the eFolder, the button label changes to Regenerate and Upload Award Document. You can select this button to retry generating and uploading the document. If the document successfully generates but fails to upload, the system will attempt to upload it the next time you log out and log back in to the application.

Viewing and Resending Correspondence

You can select the View Correspondence button to open a page for resending the award letter and its corresponding documentation, when the Centralized Benefits Communication Management (CBCM) process is enabled.



Award Letter Interview - Correspondence Summary

Compensation/Pension Live - 999-01-0016 Rhonda Hayes

Correspondence | Recipients | Enclosures

Correspondence

Type	Participant Type	Recipients Name	Correspondence Address	EMail	Mobile Phone	Delivery Method	Distribution Date	Distribution Status

Recipients

Select	Type	Delivery Method	Recipient	Address	EMail	Mobile Phone
	Veteran	Print Local	RHONDA HAYES	1234 TEST, TEST, LA 70506, USA		

Enclosures

Enclosure Type	Enclosure Document	Enclosure Free Text	Part of Award Ltr	Recipients	Number Of Copies	Document Order
eFolder Document	Rating Decision - Narrative (02/01/2019)	Rating Decision	Y	ALL	1	

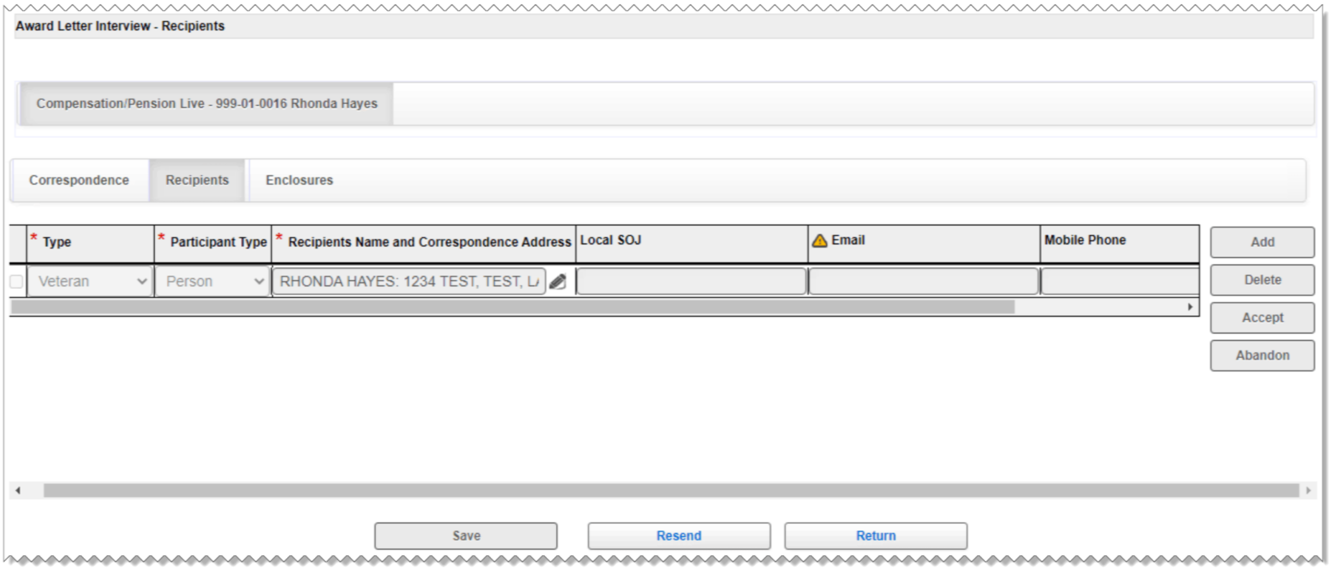
Save Resend Return

This page includes tabs for Correspondence, Recipients, and Enclosures. The following buttons are available at the bottom of each tab:

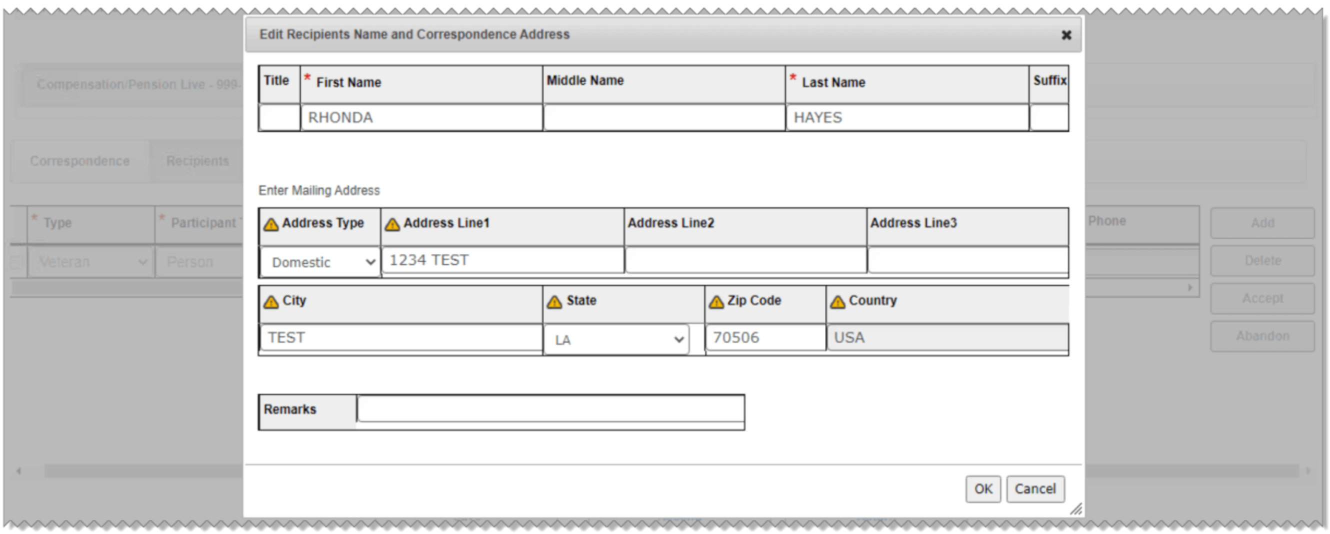
- **Save**: saves your changes on the current tab
- **Resend**: sends the award letter and enclosures to the selected recipients
- **Return**: opens the All Awards page

From the Correspondence tab, you can review a summary of correspondence distributions, recipients, and enclosures. You can open the Recipients tab or the Enclosures tab by selecting the edit icon or by selecting the tab.

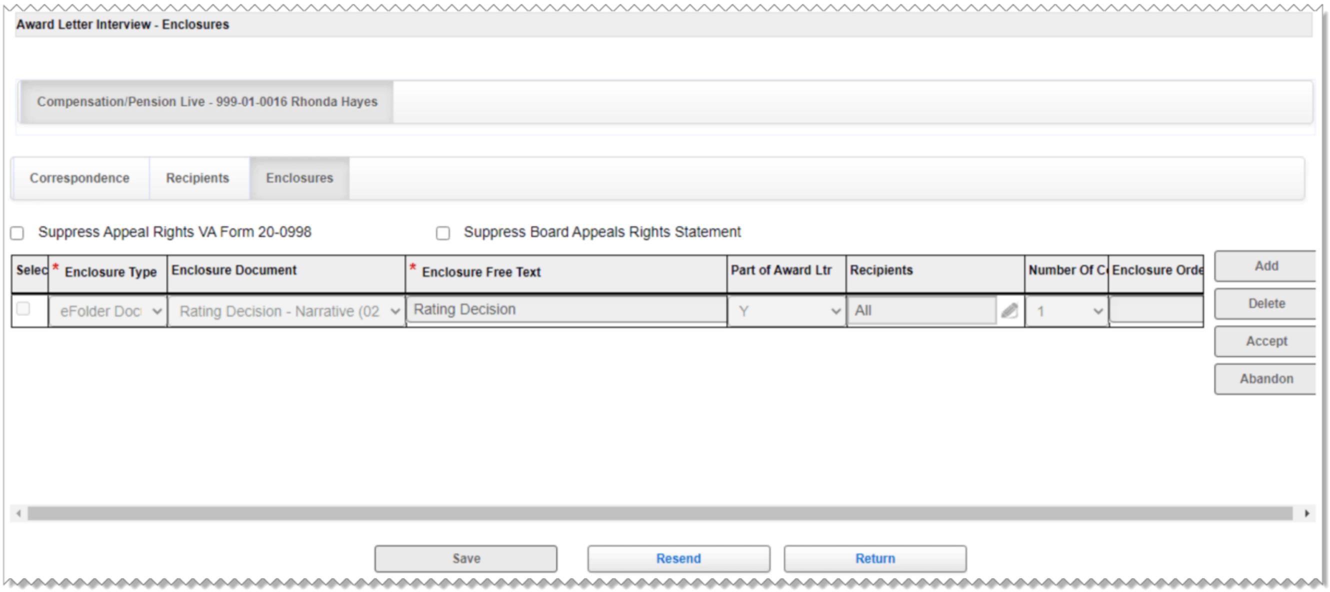
From the Recipients tab, you can edit recipient information before resending correspondence.



To edit recipient information, select the edit icon next to the recipient name and address.



Edit the recipient information as needed and select OK.



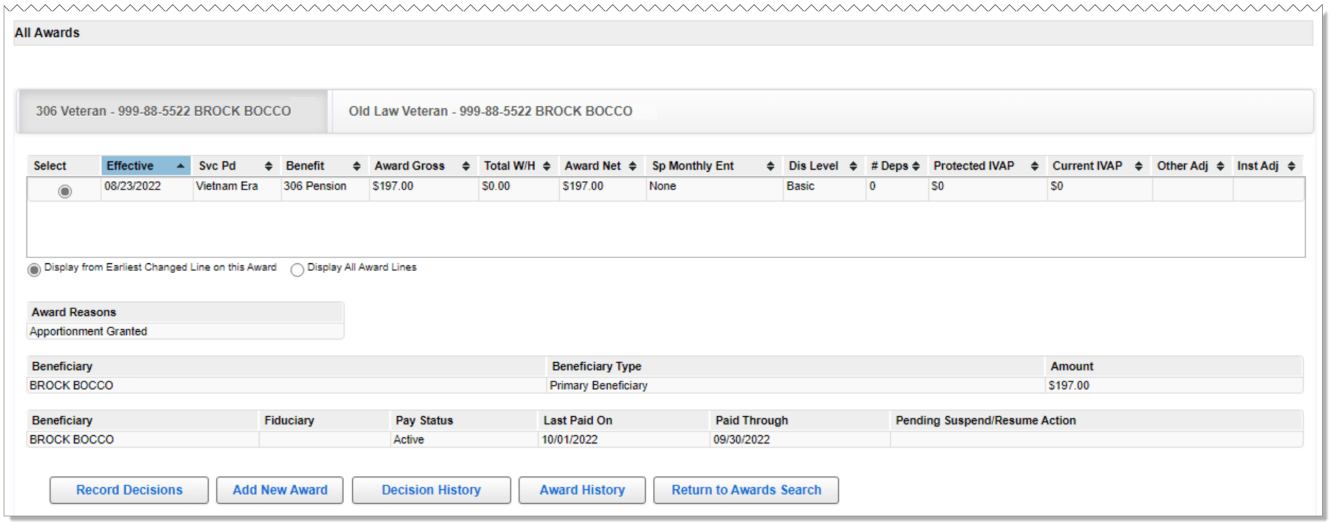
From the Enclosures tab, you can select standard enclosures, custom forms, or eFolder documents to include when you resend correspondence.

Miscellaneous Award Types

306 and Old Law miscellaneous or grandfathered awards are a group of award types that can no longer be newly granted. However, current beneficiaries may continue to receive these benefits if desired. 1312A and Death Compensation miscellaneous award types can be newly granted. Current beneficiaries may also elect to change from these types to the new benefits of Compensation and Pension Live or Compensation and Pension Death. For all miscellaneous award types, award decision lines can be added, edited, or deleted. The miscellaneous award types are as follows:

- 1312A Spouse Award
- 1312A Child Award
- 1312A Parent Award
- 306 Veteran Award
- 306 Spouse Award
- 306 Child Award
- Death Compensation Spouse Award
- Death Compensation Child Award
- Death Compensation Parent Award
- Old Law Veteran Award
- Old Law Spouse Award
- Old Law Child Award

From the All Awards Page, you can view active and proposed award data for these award types, such as Award Lines, Award Reasons, Beneficiaries, and Beneficiary payment status. The information shown will vary based on the specific miscellaneous award type.



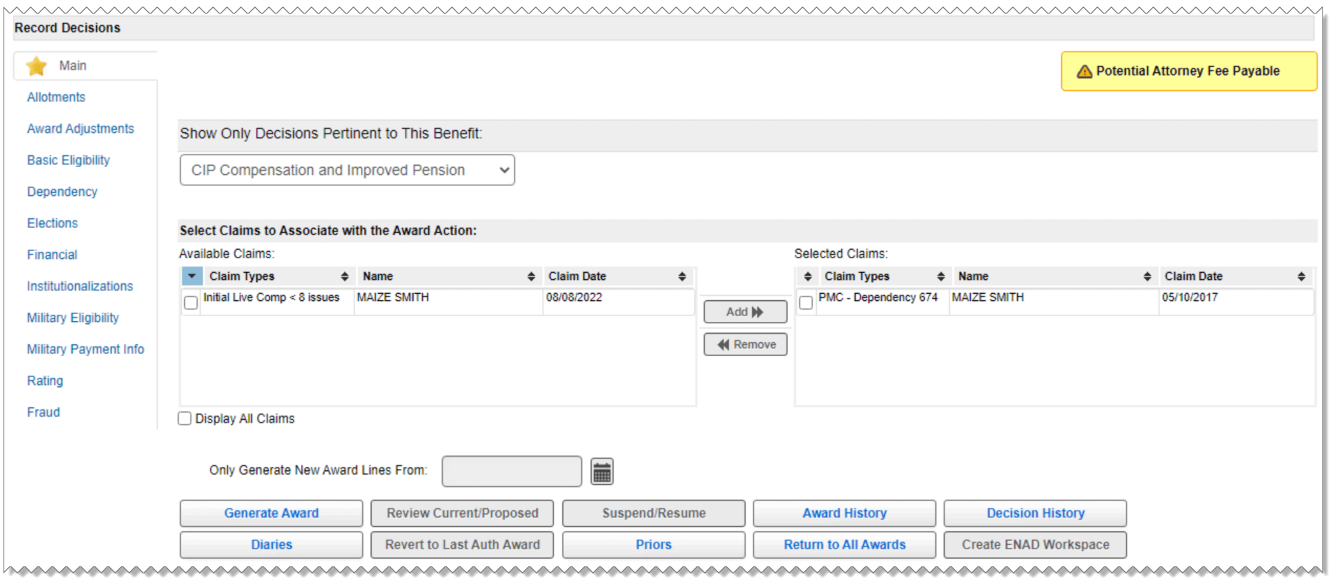
6

Record Decisions Page

Chapter Contents

Record Decisions Page

From the Record Decisions page, you can select one or more claims to associate to an award, record the award decisions, and generate the award. For more information, see Associating Claims with an Award, Entering Decisions, Editing and Deleting Decisions, and Generating an Award.



After generating the award, you can also access the Diaries page to enter new diaries or review the diaries generated at award authorization. For more information, see Diaries.

Also available after award generation is the Current and Proposed Award page, where you can continue processing the generated award. For more information, see Current and Proposed Award Page.

When working with a converted award, you may limit the generation of earlier dated award lines to correspond with otherwise insufficient historical award lines in order to achieve proper award reconciliation.

Alternatively, you can perform proper award reconciliation by adding historical or out of system award payments from the Prior Award Payments page. For more information, see Prior Payments.

Instead of award generation, you may need to suspend or resume one or more beneficiaries of an award from the Suspend and Resume page. For more information, see Suspend and Resume.

You can also draft a due process award from the Enhanced Non-Permanent Display (ENAD) Workspace.

Associating Claims with an Award

From the Main tab of the Record Decisions page for any award type, you can select claims to associate with the award.

1. Choose an option from the Show Only Decisions Pertinent to This Benefit list, if applicable.
2. Choose one or more claims from the Available Claims list.
3. Select **Add**. The claims are added to the Selected Claims list and will be associated to the award when it is generated.

Entering Decisions

You can view, add, edit, and delete award decisions in various categories before generating an award. Decision categories are shown as tabs or links on the left side of the Record Decisions page. Available decision categories vary based on the award type.

For most decision categories, you can view the decision history by choosing an item in the decisions list and selecting History. For more information on options for viewing decision history, see Award and Decision History.

You can also undo your current changes to a decision category by selecting Undo. The decision information is restored to the last saved values.

For decision tabs that include a Modify Display section, you can sort and filter the decision data. For more information, see Sorting and Filtering Decision Data.

The following topics describe decision categories that are shown for more than one award type: Allotments and Apportionments, Award Adjustments, Basic Eligibility, Dependency, Elections, Financial, Institutionalizations, Military Eligibility, Military Payment Info, Rating, Fraud

The following topics describe decision categories that are shown for a single award type or special circumstance:

- Accrued: Accrued
- Burial: Burial
- CH 18 Birth Defects or CH 18 Spina Bifida: Chapter 18 Eligibility
- Clothing Allowance: Clothing Allowance
- CPD Child: Custody of Children, DIC Spouse Status, and Status of All Children
- CPD Parent: Marital Status of Parents
- Medal of Honor: Medal of Honor
- Restored Entitlement Program for Survivors: Restored Entitlement Program for Survivors (REPS)
- Veteran with WWII service in certain branches of Philippines military: Pay Rate

Editing and Deleting Decisions

1. From any decision category tab, choose an item in the list of decisions.
2. To edit the decision, select **Edit**. Make changes as needed and select **Accept**.

3. To delete the decision, select Delete. From the Delete Record dialog, select **Yes** to confirm deletion, then select **Accept**.
4. When finished, select **Done**.

Sorting and Filtering Decision Data

If the decision tab you are viewing includes an expandable Modify Display header, you can select the plus sign next to it to access the sort and filter options.

Sorting Data

1. From the expanded Modify Display section, select the Sort option.
2. Select an option from the First Sort By list.
3. If a second sort level is needed, select an option from the Then Sort By list.
4. If needed, enter a date in the On Date box to only show decisions made from the selected date forward.
5. Select **View**.

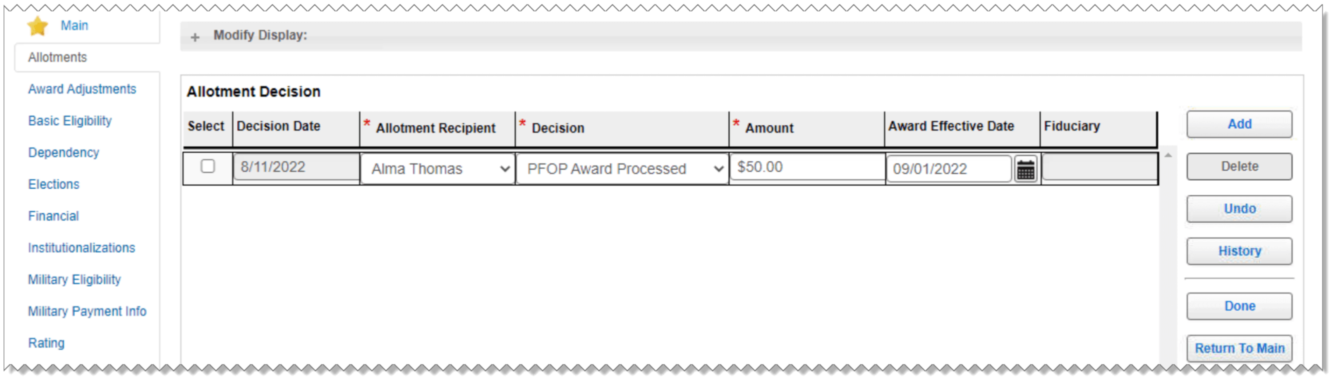
Filtering Data

1. From the Modify Display section, select the Filter option.
2. Select an option from the first filter list.
3. If more detailed filtering is needed, select an option from the second filter list.
4. If needed, enter a date in the On Date box to only show decisions made from the selected date forward.
5. Select **View**.
6. You can also select **View All** to reset your filter selections and show all decisions.

Allotments and Apportionments

From the Allotments page, you can record allotment decisions for CPL awards. From the Apportionments page, you can record apportionment decisions for CPD Spouse awards. Depending on your user permissions, allotment and apportionment data may be read-only.

Allotments and apportionments are decisions that distribute a portion of the primary beneficiary's net award entitlement to recipients other than the primary beneficiary or, in the case of Personal Funds of Patients (PFOP) awards, to the beneficiary's PFOP account. For these decisions, the term recipient refers to any award beneficiary who may be sharing in the primary beneficiary's benefits.



Adjustments should not be made to an Allotment or Apportionment decision without verifying that there is an associated 130 apportionment claim for that decision, although the system allows modification if there is no associated claim. For more information, see Allotment and Apportionment Decision Scenarios.

Adding Allotment and Apportionment Decisions

The process for adding allotment decisions and apportionment decisions is similar. These steps refer to adding an allotment decision for a CPL award.

1. From the Record Decisions page, select the Allotments link.
2. Select **Add**.
3. Select **Allotment Recipient** and choose a family member.
4. Select **Decision** and choose a decision type. The available options are based on the selected family member's relationship to the Veteran.
5. For **Amount**, enter the dollar value of the allotment.
6. The Award Effective Date is automatically filled based on the event date and the decision type.
7. Select **Done**.

Award Adjustments

From the Award Adjustments page, you can enter various types of payment adjustments on separate tabs for Disability Pay, Separation Pay, Retired Pay, Drill Pay, Lump Sum Retired Pay, and Other Adjustments. For CPD Parent awards, the Tort for DIC tab is available. Depending on your user permissions, adjustment data may be read-only.

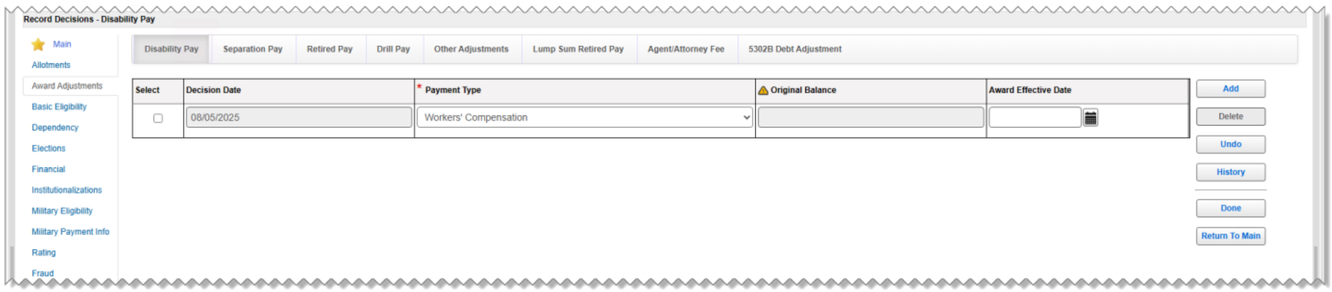
When the Protect COLA Rate is applied to an award with the same effective date as an award adjustment, the net effect will be subject to withholding until the end date specified on the award adjustment, if the award adjustment end date is on or after the Protect Cola Rate end date.

The following topics provide information on entering each type of adjustment: Disability Pay Adjustments, Separation Pay Adjustments, Retired Pay Adjustments, Drill Pay Adjustments, Other

Adjustments, Lump Sum Retired Pay Adjustments, Agent/Attorney Fee Adjustments, and Tort for DIC Adjustments.

Disability Pay Adjustments

From the Disability Pay tab, you can enter information about payments received from another source for a service-connected disability. It establishes the effect of the payment on the Veteran's disability compensation. Depending on your user permissions, adjustment data may be read-only.



There are different categories of disability payments a Veteran may receive from a source other than the VA that must be considered if the payment is for the same disability/disabilities generating entitlement to disability compensation. One type is due to a one time lump-sum payment the beneficiary received, the second type is based on recurring payments the beneficiary is receiving.

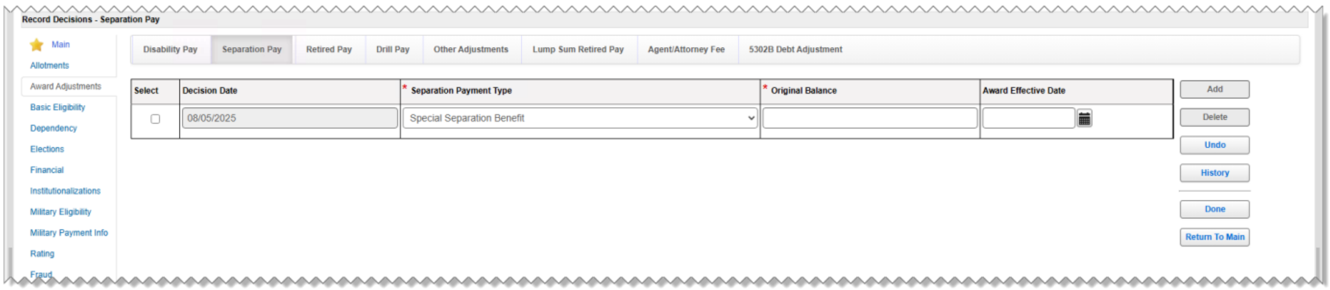
For the lump-sum payment, all or a portion of the monthly amount of disability compensation entitlement must be withheld until a lump-sum amount has been recouped. These amounts are not paid to any recipient, simply withheld. For the recurring payment, all or a portion of the monthly disability compensation is withheld.

Adding Disability Pay Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Disability Pay tab.
3. Select **Add**.
4. Select **Payment Type** and choose the type of payment.
5. For **Original Balance**, enter the amount of the original award balance.
6. For **Award Effective Date**, enter the date the adjustment will affect the award.
7. Select **Done**.

Separation Pay Adjustments

From the Separation Pay tab, you can enter data about lump-sum payments received from the military for a tour which established entitlement to compensation benefits. This is required to make necessary award adjustments.



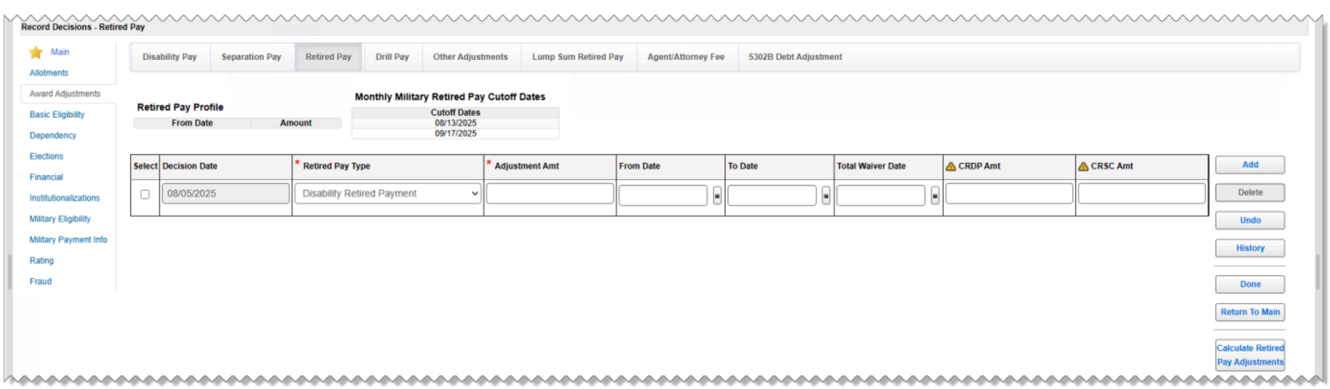
Adding Separation Pay Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Separation Pay tab.
3. Select **Add**.
4. Select **Separation Payment Type** and choose the type of payment.
5. For **Original Balance**, enter the amount of the original award balance.
6. For **Award Effective Date**, enter the date the adjustment will affect the award.
7. Select **Done**.

Retired Pay Adjustments

From the Retired Pay tab, you can enter data about retired pay received from the military and its effect on the Veteran's compensation award. At the top of the page, the system will display the Monthly cut-off dates and retired pay profile data as the award information is entered and processed.

You can automatically calculate Military Retired Pay Adjustments by selecting the Calculate Retired Pay Adjustments button.



For converted awards, two additional fields are shown:

- Original Control Date: read-only; shows the original benefit date.
- Control Date Override: used when you select the Calculate Retired Pay Adjustments button; must be prior to Original Control Date.

If the decision pertains to a running award, the system automatically recalculates adjustments based on any newly received data, and then saves the withholding data for the waiver notification of the Veteran's potential benefits. This processing is shown on the Military Payment information page as well as the Retired Pay Adjustment page.

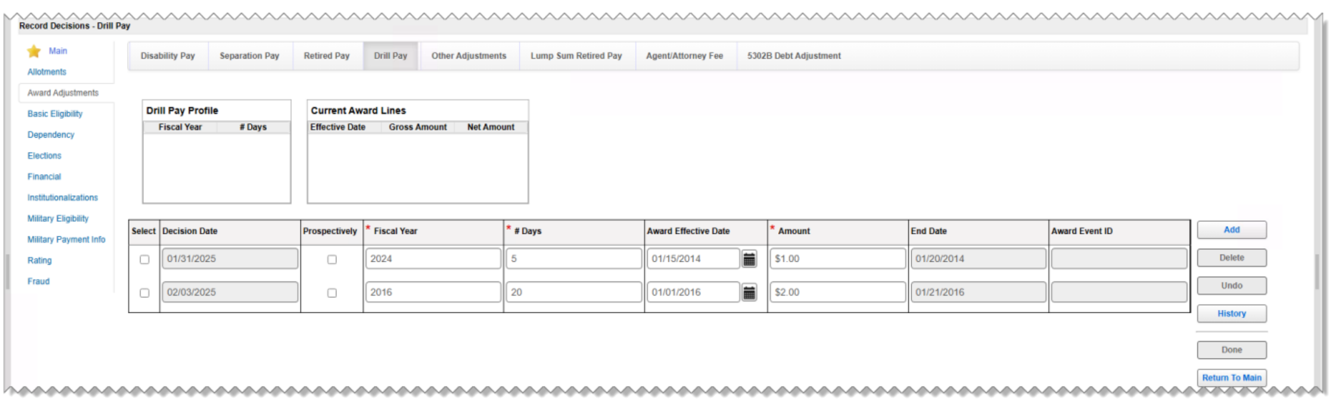
For more information, see Retired Pay Scenarios.

Adding Retired Pay Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Retired Pay tab.
3. Select **Add**.
4. Select **Retired Pay Type** and choose the type of payment.
5. For **Adjustment Amount**, enter the amount of adjustment.
6. For **From Date**, enter the date the adjustment will start affecting the award.
7. For **To Date**, enter the date the adjustment will stop affecting the award.
8. For **Total Waiver Date**, enter the waiver date for retirement pay.
9. For **CRDP Amount**, enter the amount of CRDP to be considered.
10. For **CRSC Amount**, enter the amount of CRSC to be considered.
11. Select **Done**.

Drill Pay Adjustments

From the Drill Pay tab, you can enter the number of days and monetary amount of compensation to be withheld due to receipt of drill pay. Retroactive payments may also be processed by selecting the Prospectively check box.



ENAD Workspace Drill Pay Adjustments

From the ENAD workspace, when you use the Drill Pay tab to process an ADL Predetermination Notice Base Template, the system will populate the number of drill pay days and the fiscal years of the changed drill pay decisions in the # of Days column and the Fiscal Years column, indicating either a Decision Point 703 for one or more fiscal years of drill pay, or a Decision Point 704 for general drill pay.

- Decision Point 703: For a single changed drill pay decision indicating that information was received from the Defense Manpower Data Center, these columns will show that a certain number of days of drill pay was received by the VA during a specific fiscal year. For multiple changed drill pay decisions, then they will indicate that information was received from the Defense Manpower Data Center that drill payments were received during the fiscal years shown.
- Decision Point 704: For one or more changed drill pay decisions, if correct, then the compensation payments should be reduced for that number of days by the amount of compensation received during the fiscal years shown.

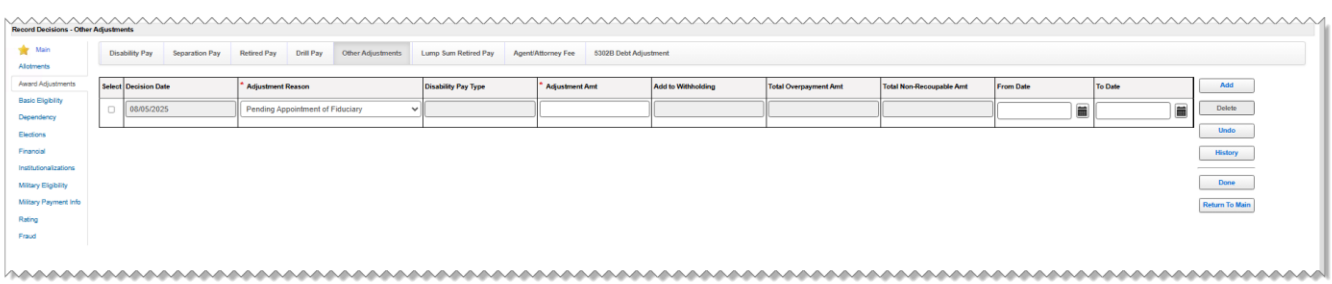
The system will also create a “tracked” Drill Pay Proposal for each fiscal year upon finalization of the predetermination notice when it was first triggered. It will then populate the changed drill pay decision fiscal years with the tracked drill pay proposal fiscal year in the fiscal year column.

Adding Drill Pay Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Drill Pay tab.
3. Select **Add**.
4. For **Fiscal Year**, enter the fiscal date of the award.
5. For **# Days**, enter the number of days for the adjustment.
6. For **Award Effective Date**, enter the date the adjustment will affect the award in the box.
7. For **Amount**, enter the amount of withholding for the adjustment.
8. For **End Date**, enter the end date for the adjustment.
9. Select **Done**.

Other Adjustments

From the Other Adjustments tab, you can record decisions for adjustments to (withhold or change) monthly benefit payments for a variety of reasons, including those that have not been otherwise identified. These adjustments may be temporary or permanent adjustments.



You can enter data on this tab to add Paragraph 108b to Decision Point 34 -- Withholding Notification Paragraph Decision Point to populate the text for Combat-Related Special Compensation (CRSC) for service-related, Agent Orange disabilities, Return to Active Duty Termination Final Decision, and the Return from Active Duty Final Decision Point.

Adding Other Adjustments

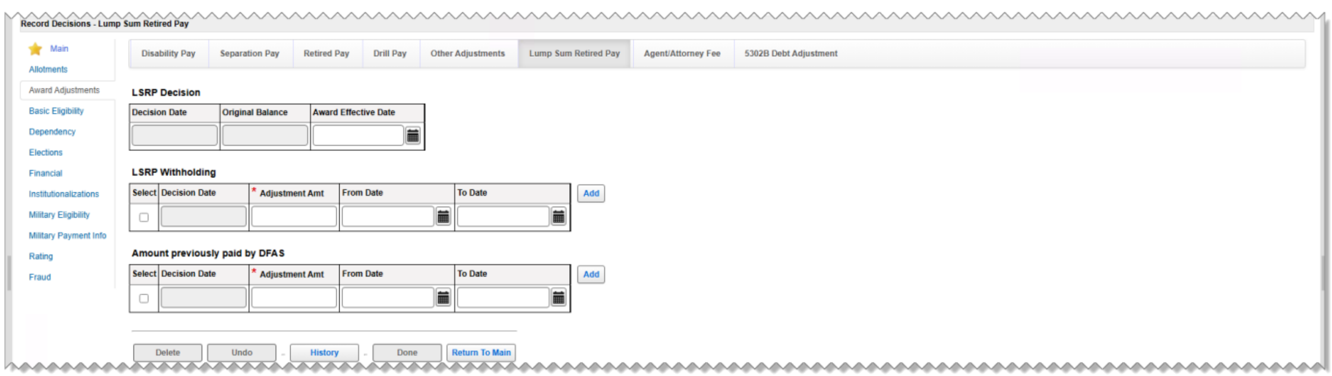
From the Tools pane, you can expand the Veteran Summary section to view the Fiduciary Withholding for another adjustment entry.

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Other Adjustments tab.
3. Select **Add**.
4. Select **Adjustment Reason** and choose the reason for adjustment.
5. For **Adjustment Amount**, enter the amount of adjustment.
6. For **From Date**, enter the date the adjustment will start affecting the award.
7. For **To Date**, enter the date the adjustment will stop affecting the award.
8. Select **Done**.

Lump Sum Retired Pay Adjustments

From the Lump Sum Retired Pay (LSRP) tab, you can enter the amount of monetary compensation to be withheld due to receipt of lump sum retirement pay or enter a benefit payment amount previously paid by Defense Financial Accounting Service (DFAS).

LSRP decisions are entered as a discharge pay type on the Military Payment Info page. The original balance in the LSRP Decision field is automatically populated with the gross amount entered on the Military Payment Info page. See Military Payment Info for more information.



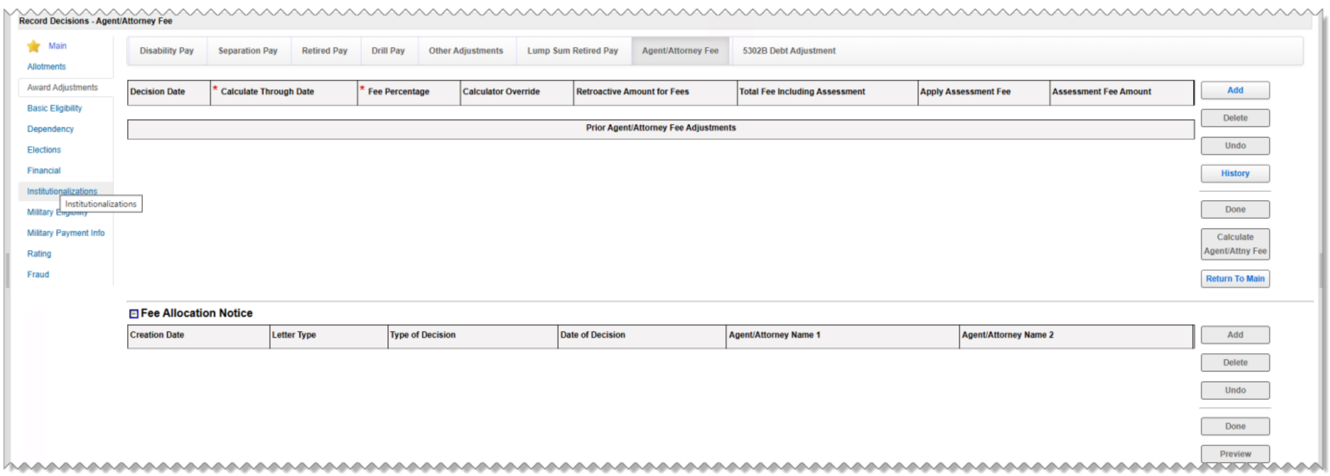
Adding LSRP Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Lump Sum Retired Pay tab.
3. Enter an **Award Effective Date** in the LSRP Decision section.

4. For **Adjustment Amount**, enter the amount of the adjustment in the LSRP Withholding section or the Amount previously paid by DFAS section. Only one adjustment can be entered at a time.
5. For **From Date**, enter the date the adjustment will start affecting the award.
6. For **To Date**, enter the date the adjustment will stop affecting the award.
7. To add another row, select **Add**.
8. Select **Done**.

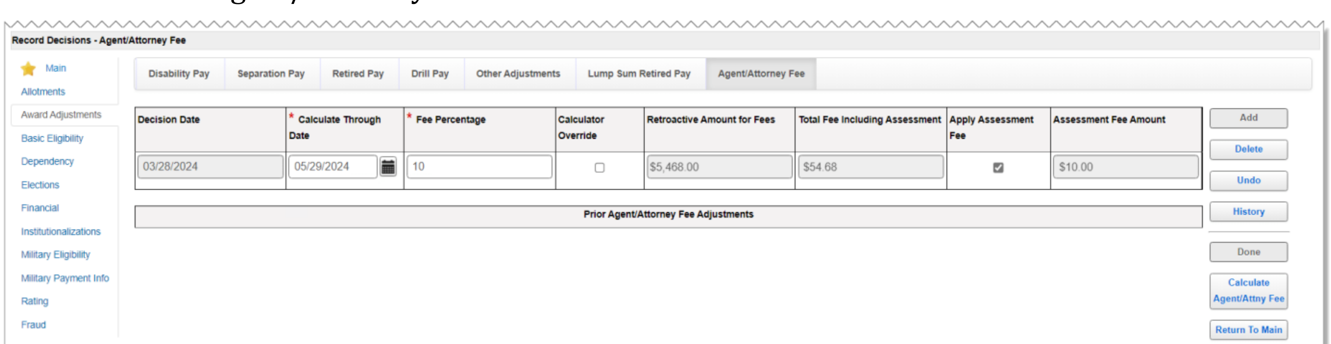
Agent/Attorney Fee Adjustments

From the Agent/Attorney Fee tab, you can calculate the attorney fee offset amount and add the Fee Allocation Notice for an award that has been generated.



Adding Agent/Attorney Fee Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Agent/Attorney Fee tab.
3. Select **Add** to calculate the offset amount.
4. For **Calculate Through Date**, enter only a previous date.
5. For **Fee Percentage**, enter the fee percentage.
6. Select Calculate Agent/Attorney Fee.

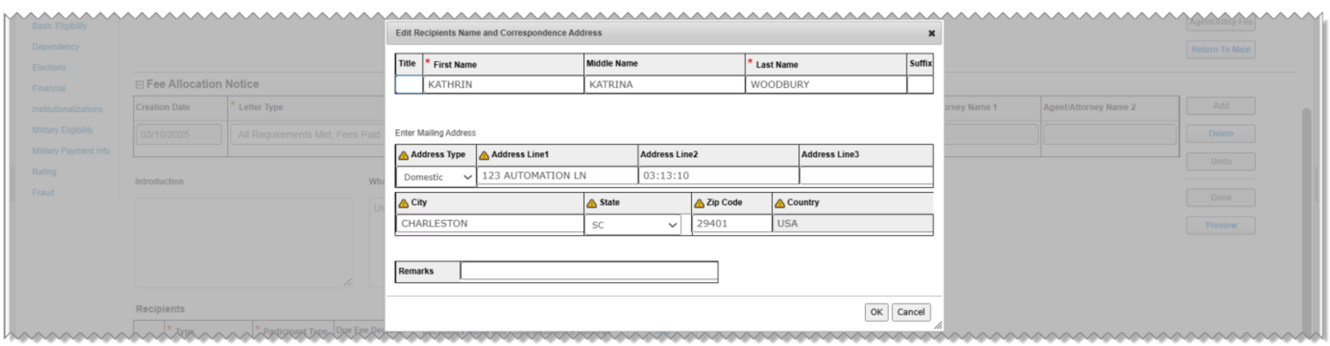


7. Select the Calculator Override check box if you wish to enter your own amount under Retroactive Amount for Fees and Total Fee Including Assessment.
8. The **Apply Assessment Fee** check box is selected by default and the assessment fee is calculated. If you clear the check box, the **Assessment Fee Amount** displays as $0.00.
9. Select **Done**.

Adding the Fee Allocation Notice

1. Select the expand icon in the Fee Allocation Notice section, then select **Add**.

2. Select an item from the **Letter Type** list. Available fields may vary depending on the letter type.
3. Select an item from the **Type of Decision** list.
4. Enter the **Date of Decision**.
5. Enter additional information as needed.
6. Recipients will be automatically populated. You can also select **Add** or **Delete** to add or delete a recipient.
7. If *Additional Recipient Due FAN* has been selected for the Recipient type, the **Due FAN** indicator is selected by default and cannot be edited.
8. To edit a recipient, select the edit icon. The Edit Recipients Name and Correspondence dialog is shown.

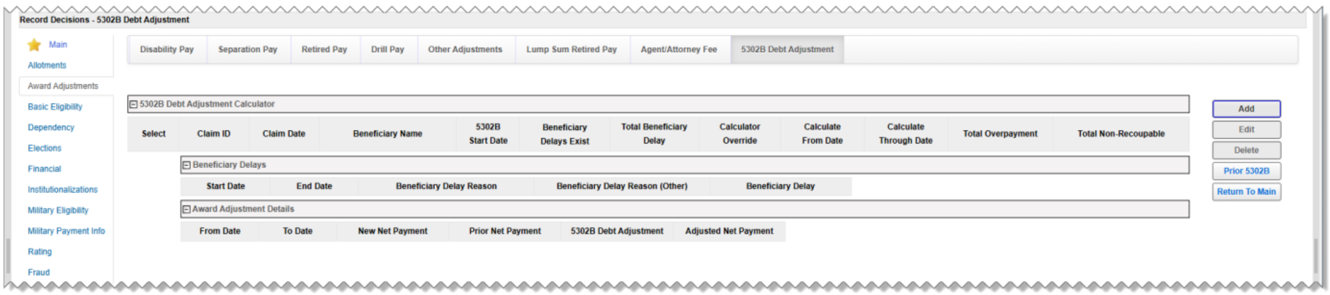


9. Edit the information as needed and select **OK**.
10. Select the check box for each recipient you wish to include. The claimant is selected by default. You must select the Due FAN indicator for at least one recipient.
11. Select **Done**.
12. To preview the letter, select **Preview Letter**. The letter will open in a new browser window.

13. You can accept or reject the award at authorization. See Authorize Award for more information.

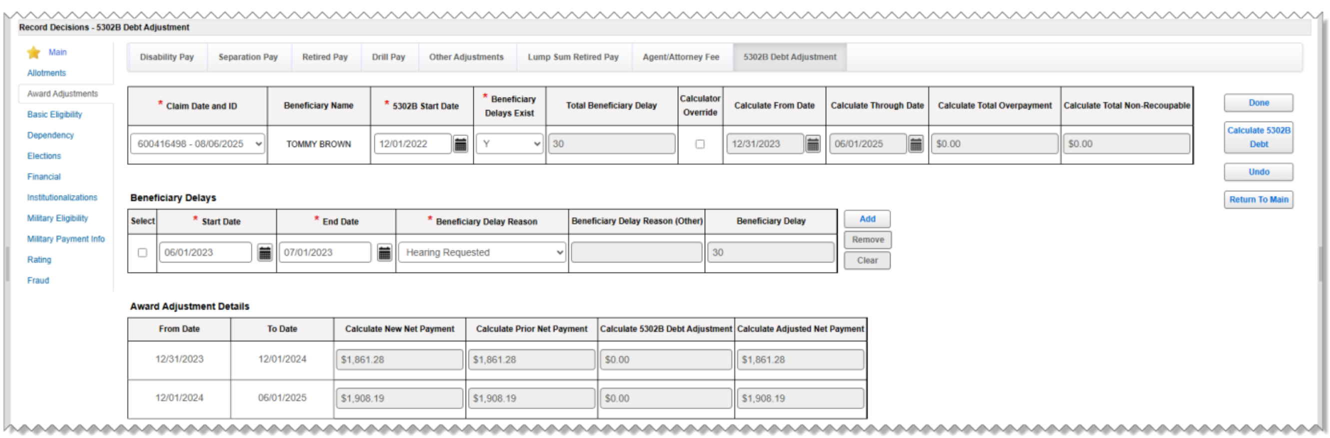
5302B Debt Adjustments

From the 53028 Debt Adjustments tab, you can calculate and apply debt adjustments within the application, as well as override calculated values and manually input debt numbers.

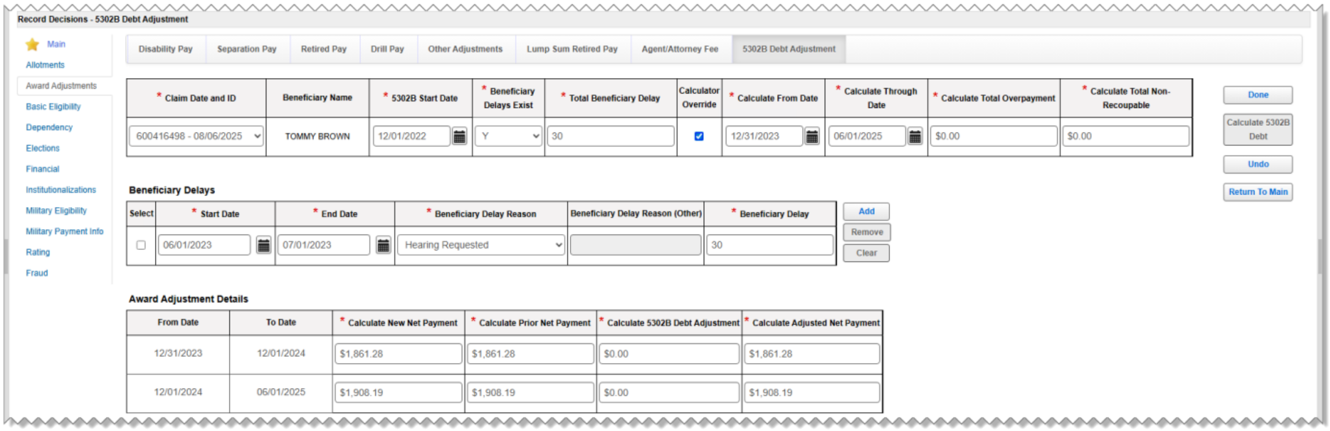


Adding New 5302B Debt Adjustments

1. Select **Add**.
2. Select a Claim Date and ID from the drop down list.
3. Select a 5302B Start Date that is in the past.
4. Select Y or N from the Beneficiary Delay Exists drop down list.
5. In the Beneficiary Delays section, choose a Start and End date, and a Reason from the drop down list.
6. Select **Done**.

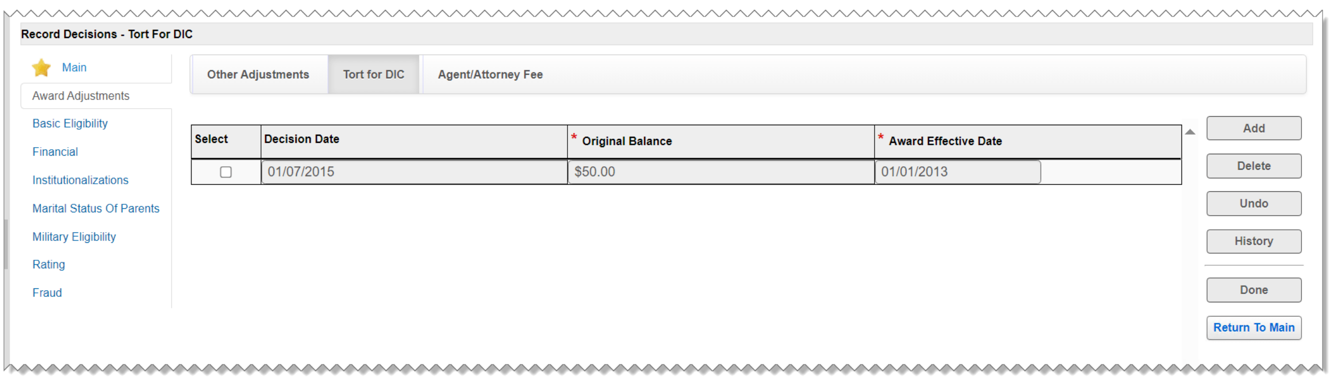


7. Select the Calculator Override check box if you wish to enter your own amounts and dates.



Tort for DIC Adjustments

From the Tort for DIC tab, you can record the original balance and the award effective date to begin recoupment of a lump sum payment the beneficiary of the award has received from another source (e.g., Tort, compromise, settlement) which is based on the date of the Veteran. Once recorded, the monthly amount of the DIC is not paid to the beneficiary until the original balance is recouped. Recoupment is not required if the beneficiary is in receipt of pension. However, the lump sum payment is counted as income for pension purposes.



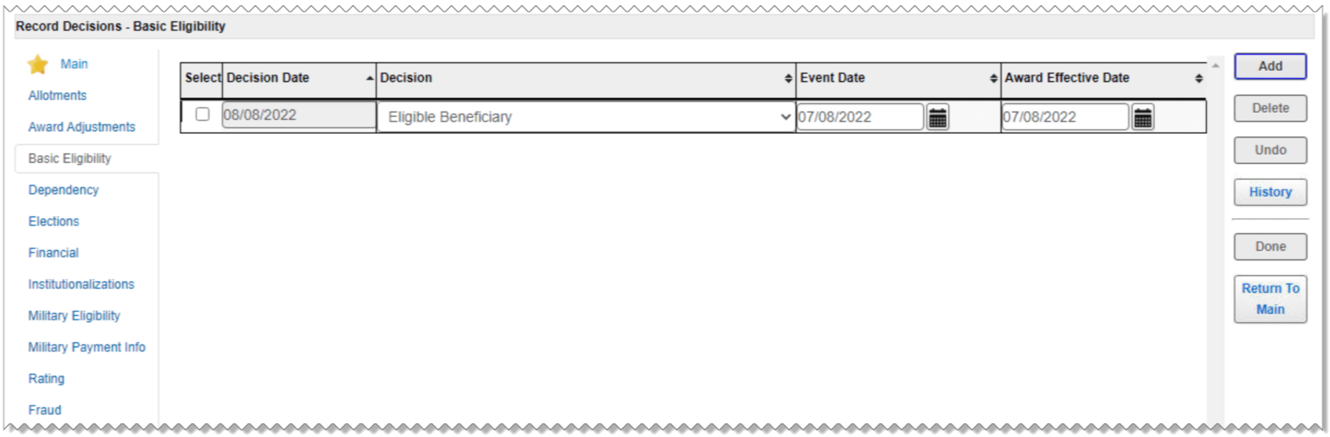
This tab is shown for CPD awards.

Adding Tort for DIC Adjustments

1. From the Record Decisions page, select the Award Adjustments link.
2. Select the Tort for DIC tab.
3. Select **Add**.
4. For **Original Balance**, enter the amount of the original award balance.
5. For **Award Effective Date**, enter the date the adjustment will affect the award.
6. Select **Done**.

Basic Eligibility

From the Basic Eligibility page, you can enter decisions for a beneficiary's entitlement to original, continued, or reopened claims for benefits. You can use this page to allow, deny, terminate, or reinstate entitlement.



For spouse and child awards, the basic eligibility decision specifies the type of entitlement: Death and Indemnity Compensation (DIC) or Survivor's Pension. Additionally, spouse awards require an entry for the spouse's entitlement to the Veteran's month of death benefit payment. The spouse award is also used to specify if the DIC spouse award's entitlement is based on Pay Grade for those Veterans whose date of death is prior to January 1, 1993, or to designate entitlement based on Reform. Depending on your user permissions, Basic Eligibility data may be read-only.

ENAD Workspace - Basic Eligibility Decisions

When the VA receives notice that a Veteran has returned to active duty, you can use the ENAD Workspace to create a proposed award action that discontinues the benefits during the active duty period of service. This will result in a Return to Active Duty proposal, with the appropriate paragraphs automatically populated in the notification letter to the Veteran.

When using the Basic Eligibility page to process an ADL Predetermination Notice Base Template in the ENAD workspace, two award line items are created. The first award line item will populate the Decision and Event Date columns with a decision of Return to Active Duty and the active duty start date for the decision respectively. The second award line item will populate the Decision and Event Date columns with a decision of Eligible Beneficiary and the active duty end date for the decision respectively, unless there is no eligible beneficiary, then the Event Date column will show Unknown.

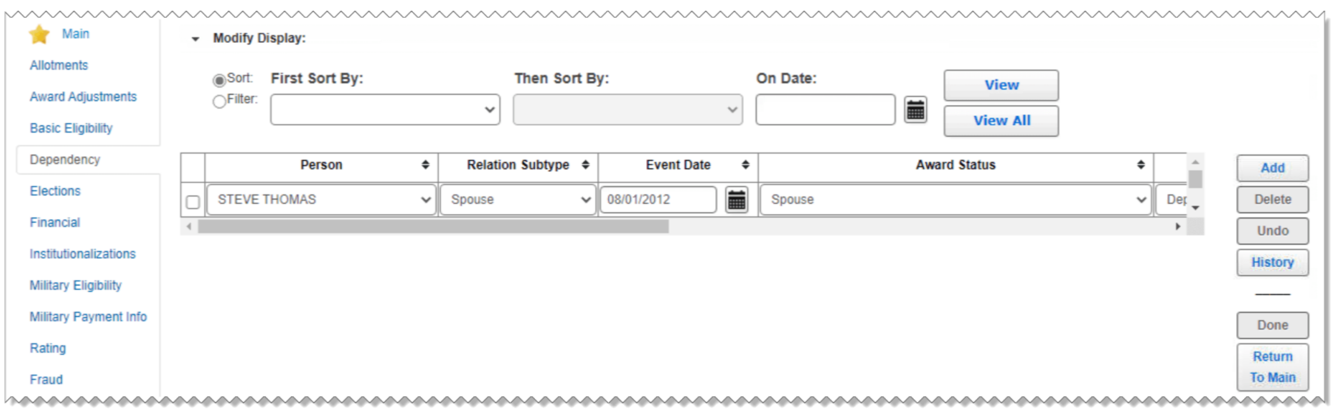
Also, VBMS-Awards will create a "tracked" Basic Eligibility Proposal for each return to active duty decision upon finalization of the predetermination notice when it was first triggered. It will then attach an appropriate enclosure to the ADL Predetermination Notice Base Letter upon finalization.

Adding Basic Eligibility Decisions

1. From the Record Decisions page, select the Basic Eligibility link.
2. Select **Add**.
3. Select **Decision** and choose a decision type.
4. For **Event Date**, enter the date of the beneficiary's eligibility.
5. For **Award Effective Date**, enter the date the decision will affect the award.
6. Select **Pay Grade** and choose the Veteran's pay grade when last in service.
7. For **Month of Death Amount**, enter the dollar amount of the Veteran's benefit at the time of death.
8. Select **Benefit** and choose the Veteran's benefit type at the time of death.
9. Select **Service Period** and choose the period of service for the Veteran.
10. Select **Done**.

Dependency

From the Dependency page, you can enter decisions regarding the award status of the reported family members of the Veteran. The dependency decisions shown on this page will vary based on the benefit type selected on the Main tab (Compensation and Improved Pension, Compensation, or Improved Pension). Depending on your user permissions, Dependency data may be read-only.



If the Veteran is 30+% of service connected and has one or more dependents noted as a minor child, spouse, parent, helpless child, school child or A&A spouse, these dependents will be listed in table format in the Automated Decision Letter (ADL) showing the payment start date for each individual. If the Veteran has no dependents, the letter will indicate None.

When you enter certain dependency decisions, the letter text will describe why a dependent was removed from or denied for an award, as follows:

- Not an Award Dependent - You are either currently evaluated less than 30% or not receiving compensation benefits. In order to receive additional benefits based on the status of your dependents, you must have a disability compensation evaluation of at least 30%.

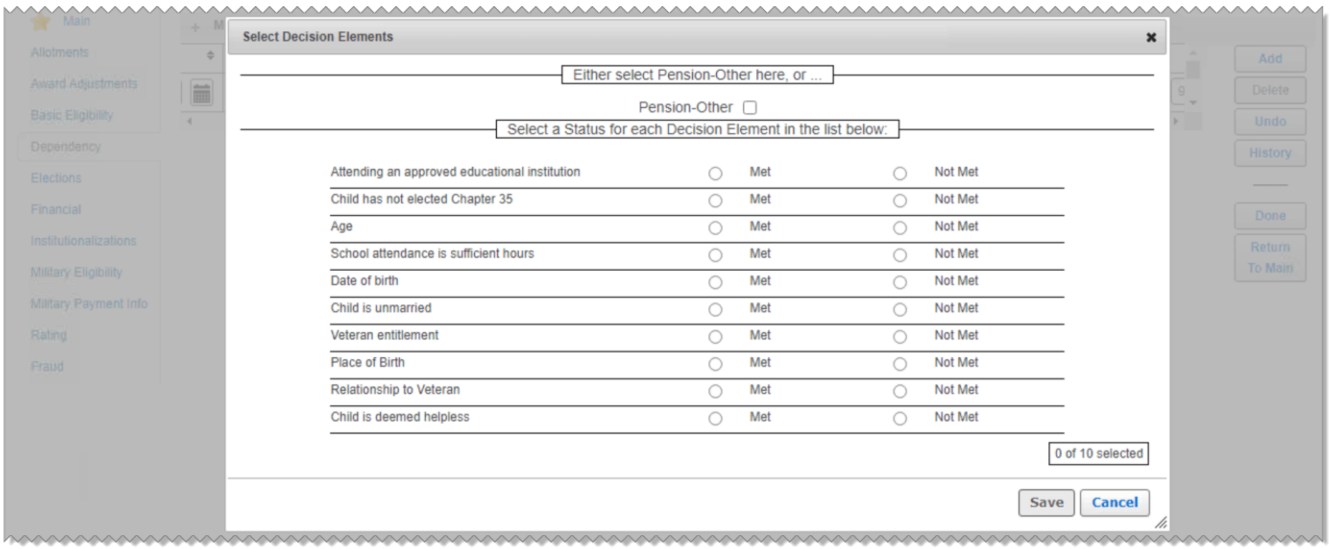
- Over 18-Not in School or Helpless - The dependent is over the age of 18 and is not attending school or has not been determined by VA as being permanently incapable for self-support.
- School Not Approved - The dependent is over the age of 18 and attending school, but not at a VA-approved educational institution.
- Elects Chapter 35 - The dependent is over the age of 18 and in receipt of Chapter 35/Dependents Educational Assistance benefits.
- Stepchild Not in Household - The dependent is not a member of your household and you are not providing at least half of the dependent's financial support.
- Adoption Requirements Not Met - The dependent is not legally adopted.
- Relationship Not Established - Your relationship with the dependent has not been established.
- Failed to Furnish Requested Evidence - You failed to provide the requested evidence needed to add the dependent.
- Marriage Terminated - You and The dependent divorced on the event date.
- Death - Our records indicate that the dependent passed away on the event date. We are sorry for your loss.
- Marriage - The dependent married on the event date. A child must be unmarried to qualify as a dependent.
- Turns 23 - The dependent is over the age of 23.
- Turns 18 - The dependent is over the age of 18 and not attending school.
- No Support to Child Out of Legal Custody - The dependent is not a member of your household and you are not financially supporting the dependent.
- Incarcerated - The dependent is incarcerated and as such does not qualify as a dependent.
- Insufficient School Hours - The dependent is over the age of 18 and is in school, but does not attend enough hours of education to qualify.
- School Attendance Terminates - The dependent has stopped attending school on the event date.
- Stepchild Relationship Terminated - Your relationship to the dependent is terminated, due to your divorce from the legal parent on <Insert Event Date>. If you are still supporting this child, please let us know.
- Whereabouts Unknown - The whereabouts of the dependent are unknown and therefore we cannot pay you for this dependent.
- Estrangement With No Support - We have evidence that you are estranged from the dependent and there is no evidence that you are providing financial support.
- Child Adopted Out of Family - The dependent has been adopted out of your household.

When a CPD Spouse award includes a Not an Award Dependent decision, the DIC Minor Child Unrelated Spouse on Separate Awd option is available to indicate that a minor child dependent of the Veteran is unrelated to the surviving spouse. For more information, see Status of All Children.

Adding Dependency Decisions

When entering a School Aged Child decision, the Award Effective Date is automatically set to the first day of the month following the Event Date.

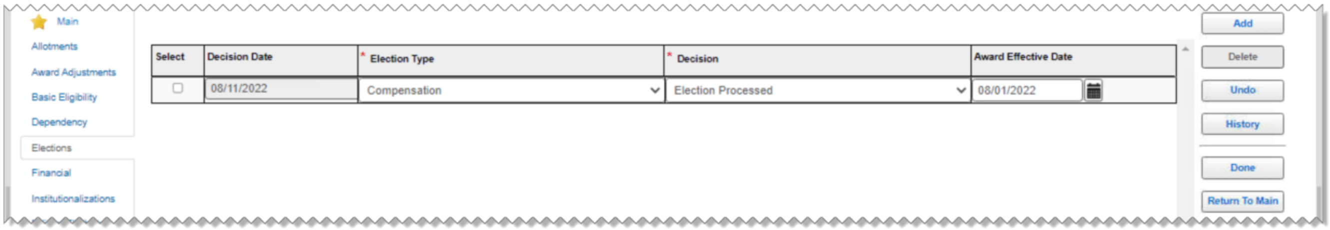
1. From the Record Decisions page, select the Dependency link.
2. Select **Add**.
3. Select **Person** and choose an individual for the decision.
4. Select **Relation Subtype** and choose a relationship type.
5. For **Event Date**, enter the date of the award status.
6. Select **Award Status** and choose a status.
7. Select **Decision** and choose a decision type. For some Award Type selections, an **Edit** button is shown in the Decision column. In this case, select **Edit**.



8. From the Select Decision Elements dialog, select the check box for Pension-Other, if applicable.
9. If you do not select this check box, select **Met** or **Not Met** for each decision element.
10. Select **Save**.
11. From the Dependency page, enter or change the date the decision will begin affecting the award in the **Award Eff Dt** box, if needed.
12. Select **Done**.

Elections

From the Elections page, you can record a decision to override the system-selected higher benefit and pay the lesser benefit to the beneficiary for cases of dual entitlement.



Adding Elections Decisions

1. From the Record Decisions page, select the Elections link.
2. Select **Add**.
3. Select **Election Type** and choose Compensation or Pension.
4. Select **Decision** and choose the type of decision for the election.
5. For **Award Effective Date**, enter the date the decision will affect the award.
6. Select **Done**.

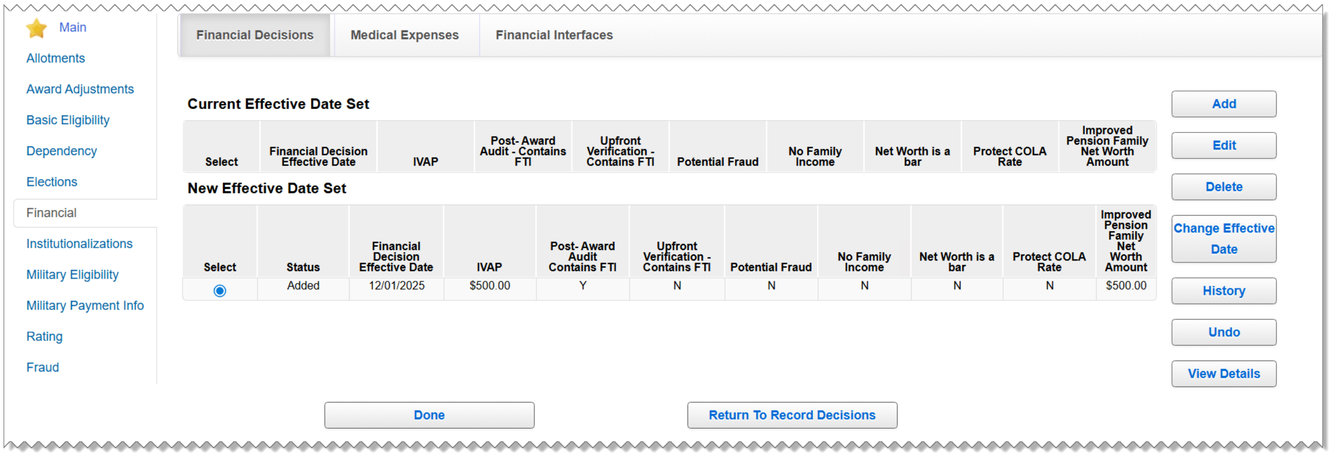
Financial

From the Financial page, you can record financial decisions to determine Income for Veterans Affairs Purposes (IVAP), medical expenses, and view financial interfaces for the primary beneficiary of the award and their family unit. The Financial page includes the following tabs:

- Financial Decisions: used to record income, net worth and expense information of the primary beneficiary and their family. For more information, see Financial Decisions.
- Medical Expenses: used for reporting all of the Veteran's medical expenses, including any expenses incurred by family members. For more information, see Medical Expenses.
- Financial Interfaces: read-only page used to view income information from other sources for the primary beneficiary of the award and their family. For more information, see Financial Interfaces.

Financial Decisions

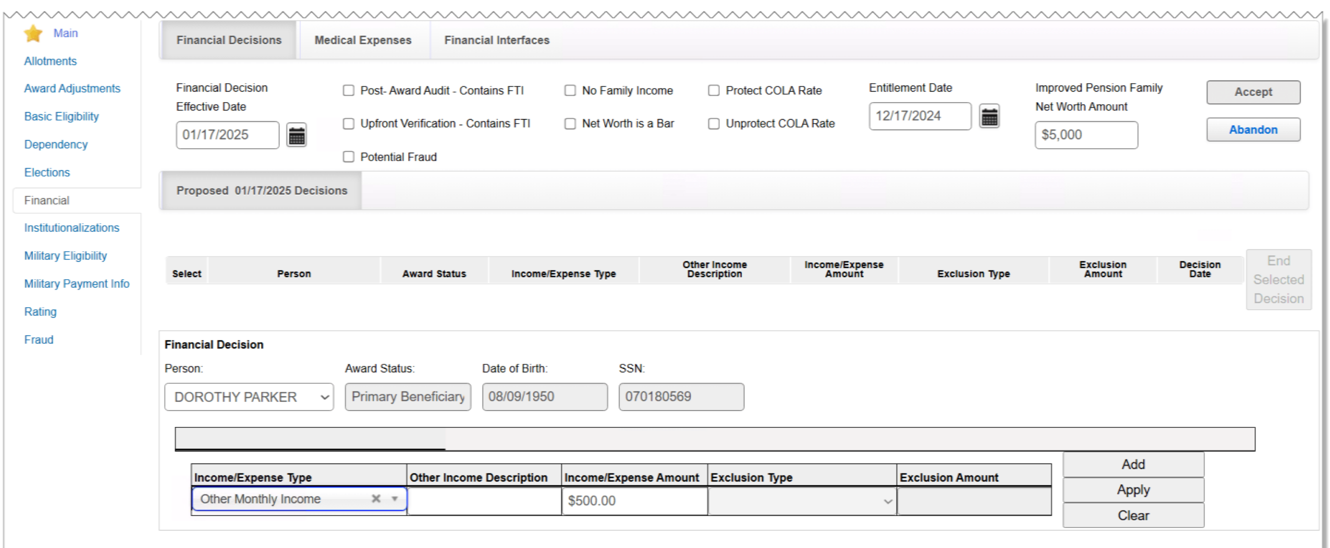
From the Financial Decisions tab, you can record income, net worth, and expense information of the primary beneficiary and their family unit. This information is used to determine IVAP for consideration of payment of Improved Pension, Survivor’s Pension, or Parent's DIC benefits, once other eligibility factors have been established.



From this tab, you can view a summary of the combined financial information of previously established effective date sets. When you enter a new effective date set, it is shown below the current effective date set so that you can compare the two. After you select Done, the new effective date set is merged with the existing data and is shown as the current effective date set when you return to this tab from the Record Decisions page.

You can view the details of an effective date set by selecting it and choosing View Details. To return to the Financial Decisions tab, select Abandon.

You can also select Add to add a new effective date set, or select Edit, Delete, or Change Effective Date to manage an existing effective date set. These buttons open an effective date detail view where you can enter or edit detailed financial information such as family net worth amount, income expenses, and exclusions.



If no medical expense (ME) calculator has been entered yet, a warning message is shown. For more information, see Medical Expenses.

Depending on your user permissions, you may be able to view the Countable Income Amount in the Proposed Decisions section when you enter or edit a financial decision. This shows the difference between countable income and the actual income amount. The following Income Types are included in the calculation of Countable Income for a Parent DIC:

- Gifts of Property
- Gifts of Money
- Inheritance of Money
- Inheritance of Money, Joint Bank Account
- Child Support Monthly

Adding an Effective Date Set

If a Current Effective Date Set is shown, the most recent effective date row is selected. You can leave it selected or choose another row. When you select Add and enter an effective date from the Financial Decisions Detail view, the data from the selected row is filled in as a starting point for the new entry.

If you enter an improved pension family net worth amount that exceeds the threshold for granting a pension award, the net worth is a bar check box is automatically selected.

1. From the Record Decisions page, select the Financial link.
2. From the Financial Decisions tab, select **Add**.
3. From the Financial Decisions Detail view, enter the **Effective Date** for the decision.
4. You can select the **Post Award Audit - Contains FTI** check box to indicate a post awarded date.
5. You can select the **Upfront Verification - Contains FTI** check box to indicate upfront verification.
6. You can select the **No Family Income** check box to indicate that there is no family income. If selected, no further decisions are required for the effective date.
7. You can select the **Potential Fraud** check box to indicate that there is a potential fraud situation.
8. You can select the **Net Worth is a Bar** check box to indicate that the beneficiary's total net worth level is more than the regulated amount. If selected, no further decisions are required for the effective date.
9. You can select the **Protect COLA Rate** check box to protect the beneficiary's pay rate when a reduction occurs due to a Social Security Administration (SSA) Cost of Living Adjustment (COLA) increase.
10. For **Entitlement Date**, enter the initial date of entitlement.
11. For **Improved Pension Family Net Worth Amount**, enter the dollar value the beneficiary states is their total net worth for the effective date set, including dependents on the award.

12. From the Financial Decision section, select **Person** and choose an individual for whom financial information will be reported.
13. Select **Income/Expense Type** and choose a type of income for the person. You can start typing in the box at the top of the list to filter the options.
14. If you selected an Other option, enter additional clarifying information in the **Other Income Description** box.
15. For **Income/Expense Amount**, enter a dollar amount for the selected type of income.
16. If enabled, select **Exclusion Type** and choose the type of costs excluded. For **Exclusion Amount**, enter a dollar amount for the selected type of exclusion.
17. You can add a decision line by selecting **Add** and entering information for the new line.
18. When you have entered all decision lines for the effective date, select **Apply**.
19. When the effective date set is complete, select **Accept**.
20. From the Financial Decisions tab, review the New Effective Date Sets.
21. When you have finished updating effective date sets, select **Done**.

Editing and Deleting an Effective Date Set

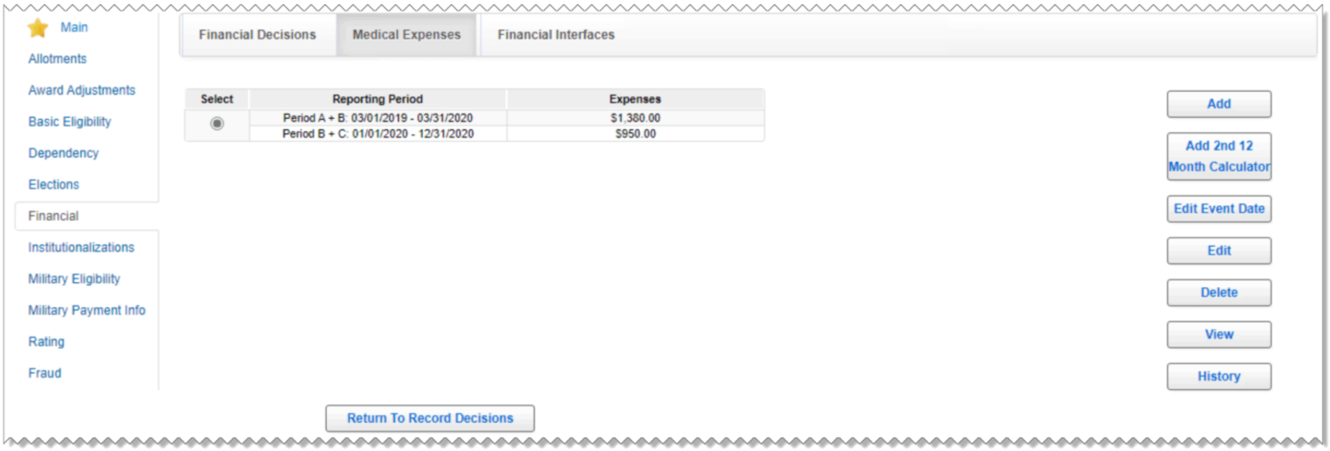
1. From the Record Decisions page, select the Financial link.
2. From the Financial Decisions tab, select an effective date row.
3. To edit the effective date chosen, select **Edit**. Make changes as needed from the Financial Decision Detail view, then select **Accept**.
4. To delete the effective date chosen, select **Delete**. From the Financial Decision Detail view, select **Accept**. When prompted, select **Continue** to confirm deletion.
5. From the Financial Decisions tab, the effective date set status is shown as Deleted.
6. When you have finished editing and deleting effective date sets, select **Done**.

Changing the Effective Date of an Effective Date Set

1. From the Record Decisions page, select the Financial link.
2. From the Financial Decisions tab, choose an effective date set.
3. Select **Change Effective Date**.
4. From the Financial Decision Detail view, enter the new Effective Date and select **Accept**.
5. From the Financial Decisions tab, select **Done**.

Medical Expenses

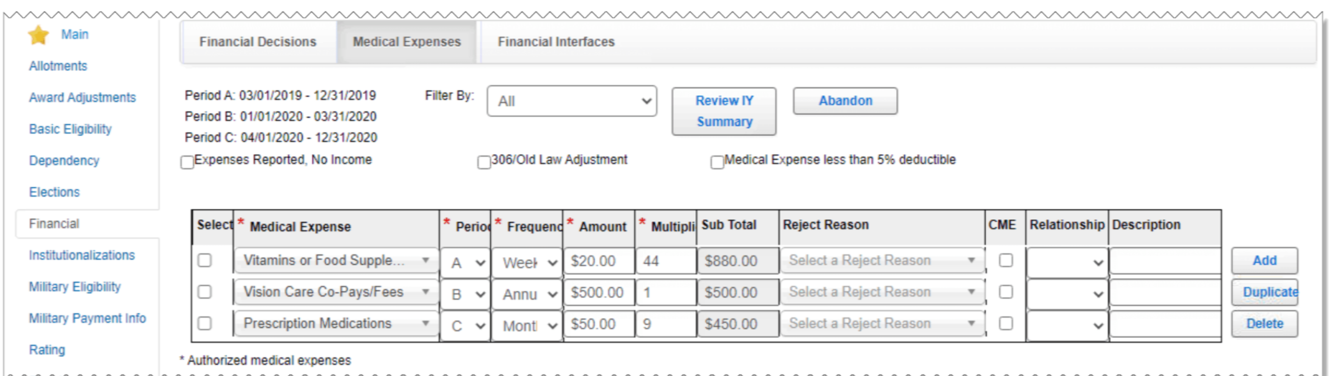
From the Medical Expenses tab, you can report all of the Veteran's medical expenses, including any expenses incurred by family members. This information is then manually entered as an expense in the financial detail screen and used in conjunction with income and other expenses to determine IVAP for consideration of payment of Improved Pension, Improved Death Pension, or Parent's DIC benefits, once other eligibility factors have been established.



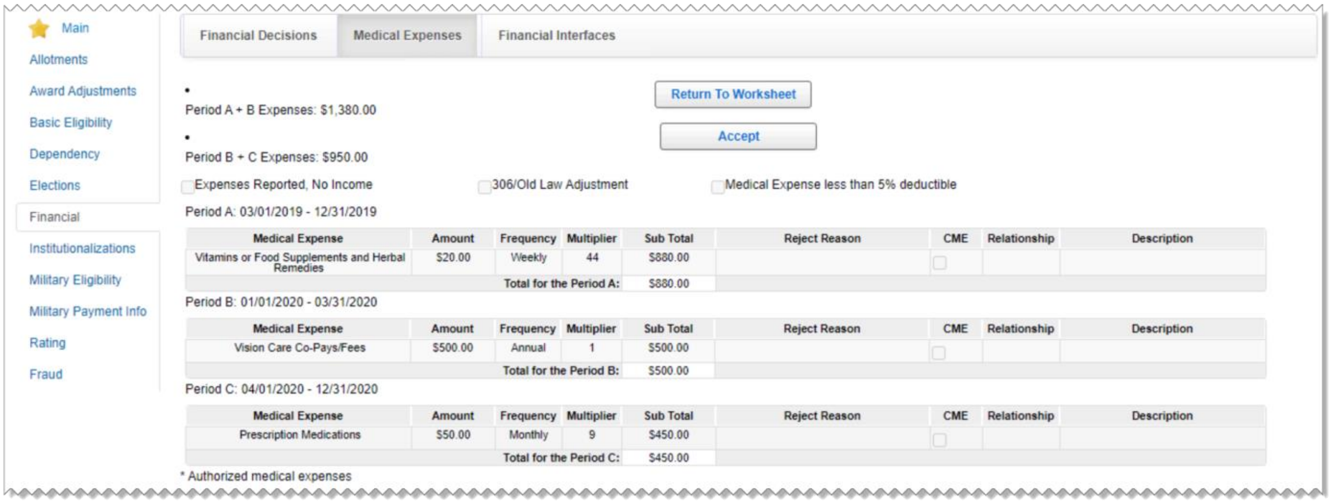
From this tab, you can view a summary of medical expenses by reporting period. After adding an initial year medical expense calculator, you can add a 2nd 12 month calculator with dates filled in based on the initial year calculator. You can also edit the event date of the initial year calculator, add a calendar year of adjustment, or edit or delete a reporting period.

To view details for a group of medical expenses, choose the row for the group and select View. To view a list of award events, select History.

From the medical expense entry page, you can add or edit medical expenses for each reporting period.



For an initial year calculator, you can select Review IY Summary to review the expenses entered and either accept them or return to the medical expense entry page to make changes.



From the medical expense entry page, you can also add a Non-Adjustment Reject calculator by selecting one or more of the following check boxes for overall reject reasons:

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

The expense entry fields will be disabled, and any existing expenses will be removed once you save your changes.

Effective Dates

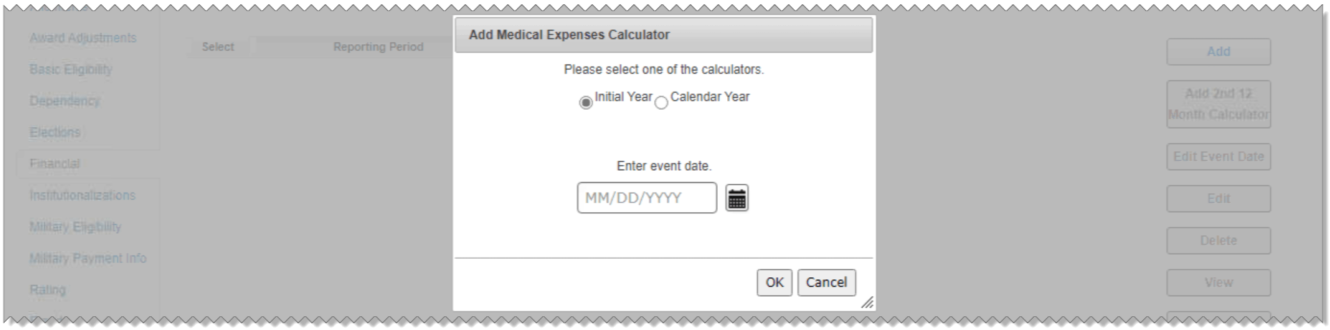
In prior released versions of VBMS-Awards, medical expenses had to be manually entered for each financial effective date in the Financial Decisions page. When entering a subsequent financial effective date in such situations where no medical expense calculator exists, and a new effective date is being entered, the manually entered medical expenses will automatically appear in the decision grid with any other previous income entries.

When entering a new Medical Expense Calculator where financial effective dates already exist, only the financial decision effective dates that fall under that calculator's Reporting Period will be affected.

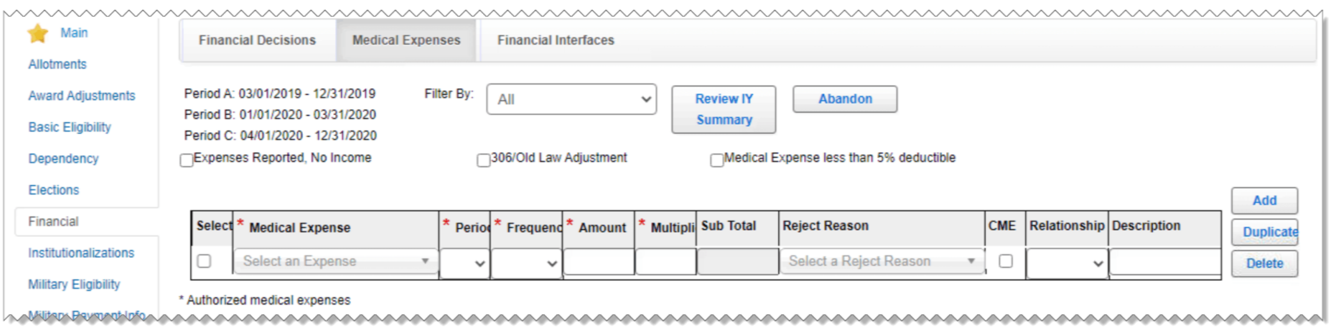
This is true even if there are CME medical expenses entered under that calculator. If the total medical expenses need to be modified for already existing financial effective dates subsequent to that reporting period, then additional medical expense calculators will need to be created that cover those dates.

Adding Medical Expenses

1. From the Medical Expenses tab, select **Add**.
2. From the Add Medical Expenses Calculator dialog, select Initial Year or Calendar Year.



3. If you select Initial Year, enter the event date.
4. If you select Calendar Year, enter the year of adjustment.
5. Select **OK**.
6. From the medical expense entry page, select **Medical Expense** and choose a type of expense.



7. Select **Period** and select a reporting period.
8. Select **Frequency** and choose how often the expense will be applied.
9. For **Amount**, enter the dollar amount for the expense.
10. For **Multiplier**, enter or edit the number of times during the selected reporting period this expense will be applied. The calculated subtotal is shown.
11. To reject an expense, select **Reject Reason** and choose a reason.
12. If the expense is a continuing medical expense, select the CME check box.
13. If needed, select **Relationship** and choose the relationship to the Veteran of the person who incurred the expense.
14. For **Description**, enter additional information to explain the reason for the expense, if required.
15. To add another blank expense row, select **Add**.
16. To add a new expense row with the same information as a previous row, choose the row and select **Duplicate**. If no row is selected, the last row will be duplicated.

17. If you are entering expenses for an Initial Year, select **Review IY Summary**. After reviewing the summary of expenses, select **Accept.**
18. If you are entering expenses for a Calendar Year, select **Accept**.

Editing and Deleting Medical Expenses

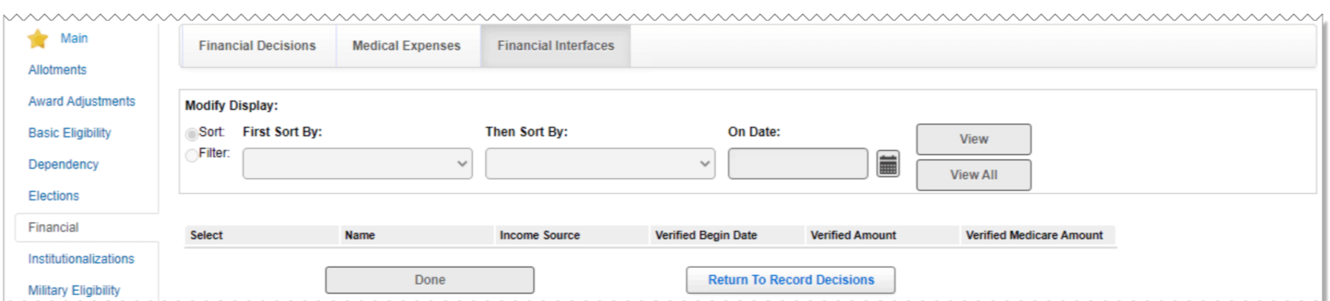
1. From the Record Decisions page, select the Financial link.
2. Select the Medical Expenses tab.
3. Select the row for a calculator.
4. To edit the selected calculator, select **Edit**. Make changes as needed.
5. If you are editing an Initial Year calculator, select **Review IY Summary**. From the initial year summary page, select **Accept**.
6. If you are editing a Calendar Year calculator, select **Accept**.
7. To delete the selected calculator, select **Delete**. From the Delete dialog, select **Yes.**

Editing the Event Date

1. From the Record Decisions page, select the Financial link.
2. Select the Medical Expenses tab.
3. Select the row for Initial Year calculator.
4. Select **Edit Event Date.**
5. From the Edit Medical Expenses Calculator Event Date dialog, enter the new event date and select **OK.**
6. From the medical expense entry page, select **Review IY Summary**.
7. From the initial year summary page, review the expenses and select **Accept**.

Financial Interfaces

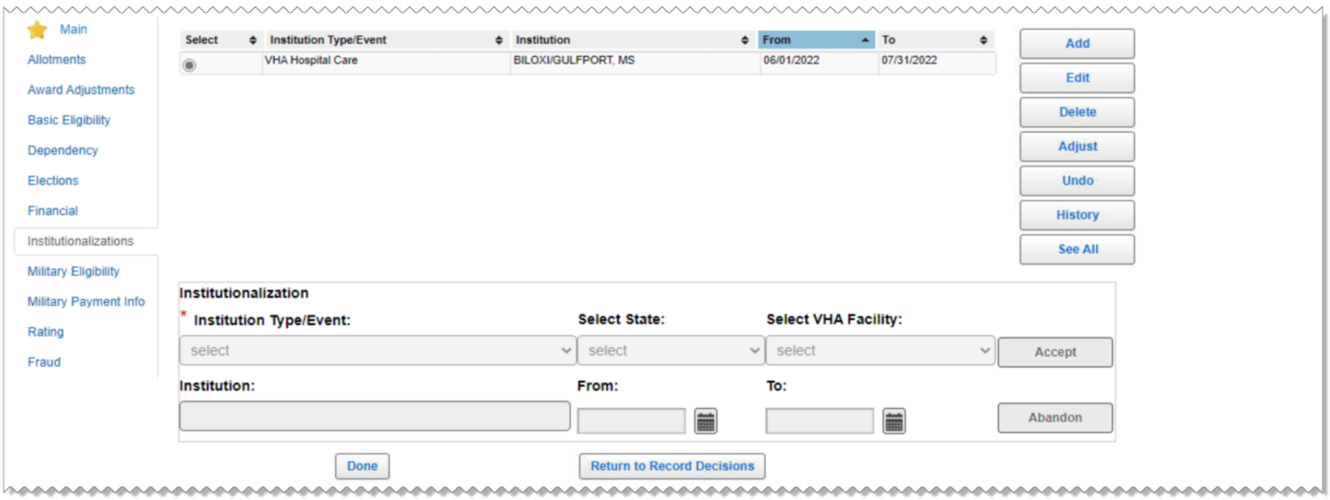
From the Financial Interfaces tab, you can view income information from other sources for the primary beneficiary of the award and their family unit.



You can also sort and filter the data on this tab. For more information, see Sorting and Filtering Decision Data.

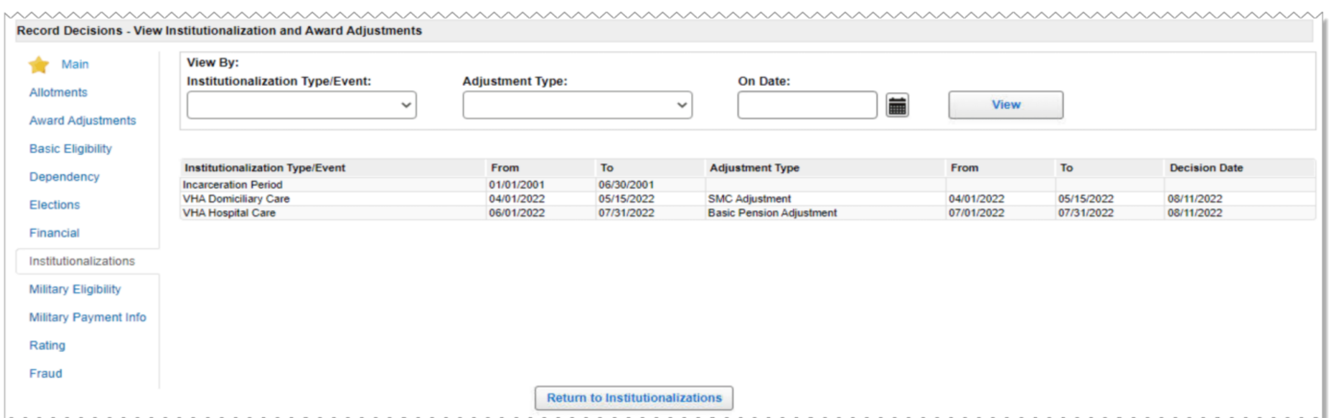
Institutionalizations

From the Institutionalizations page, you can process award adjustments as a result of institutionalizations. You can add institutionalization events and add institutionalization adjustments for each one.



Viewing All Institutionalizations and Adjustments

1. From the Institutionalizations page, select **See All**.
2. You can filter the list by selecting an **Institutionalization Type/Event** option.



3. You can further filter the list by selecting an **Adjustment Type** option.
4. You can also enter a date in the **On Date** box to show only events and adjustments matching the selected date.
5. Select **View** to apply your filter selections.

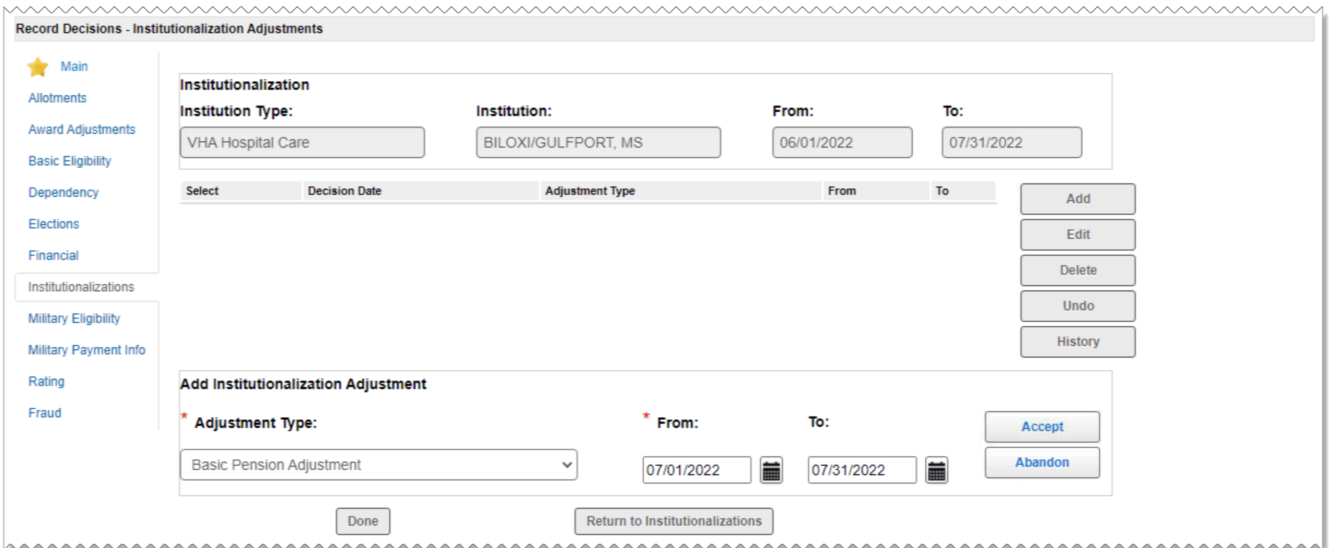
Adding Institutionalization Events

1. From the Record Decisions page, select the Institutionalizations link.
2. Select **Add**.
3. Select **Institution Type/Event** and select the type of institutionalization.

4. If you choose a non-VHA institution, enter the institution name in the **Institution** box.
5. If you choose a VHA institution, select **Select State** and choose the state where the institution is located. Then select **Select VHA Facility** and choose the facility name.
6. Enter the date the institutionalization began in the **From** box.
7. If required, enter the date the institutionalization ended in the **To** box.
8. Select **Accept**.
9. When finished, select **Done**.

Adding Institutionalization Adjustments

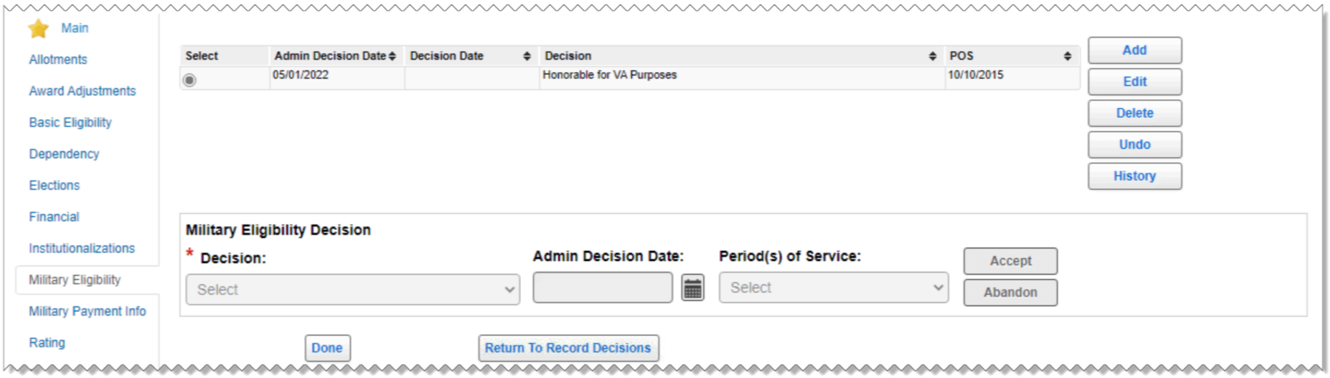
1. From the Institutionalizations page, select the row for an event and select **Adjust**.
2. From the Institutionalization Adjustments page, select **Add**.



3. Select **Adjustment Type** and choose the type of adjustment.
4. Enter the date the adjustment will begin in the **From** box.
5. If needed, enter the date the adjustment will end in the **To** box.
6. Select **Accept**.
7. When finished, Select **Done**.

Military Eligibility

From the Military Eligibility page, you can record decisions pertaining to a Veteran's entitlement to benefit payments based on military service. You can also record the actual date of an Administrative Decision on the character of discharge. A positive decision is not required unless it is needed to re-establish eligibility after a period of non-entitlement. The absence of an unfavorable military eligibility decision will assume eligibility is established for the benefit sought. Depending on your user permissions, Military Eligibility data may be read-only.



When you generate a Military Eligibility decision award that contains one or more decisions with a Character of Discharge (COD) selection of Honorable for VA Purposes, Dishonorable for VA (DVA) Purposes (Chapter 17 Eligible), or Dishonorable for VA (DIS) Purposes (Chapter 17 Ineligible), and there are no Periods of Service (POS) associated to these decisions, the system will attempt to automatically associate a POS to each decision to continue with the generation process. However, if the application finds multiple POS options to choose from, the generation process will halt and require you to manually select a POS to associate to each COD decision. Once each of these decisions contains an associated POS, you may continue with the generation process to complete the award.

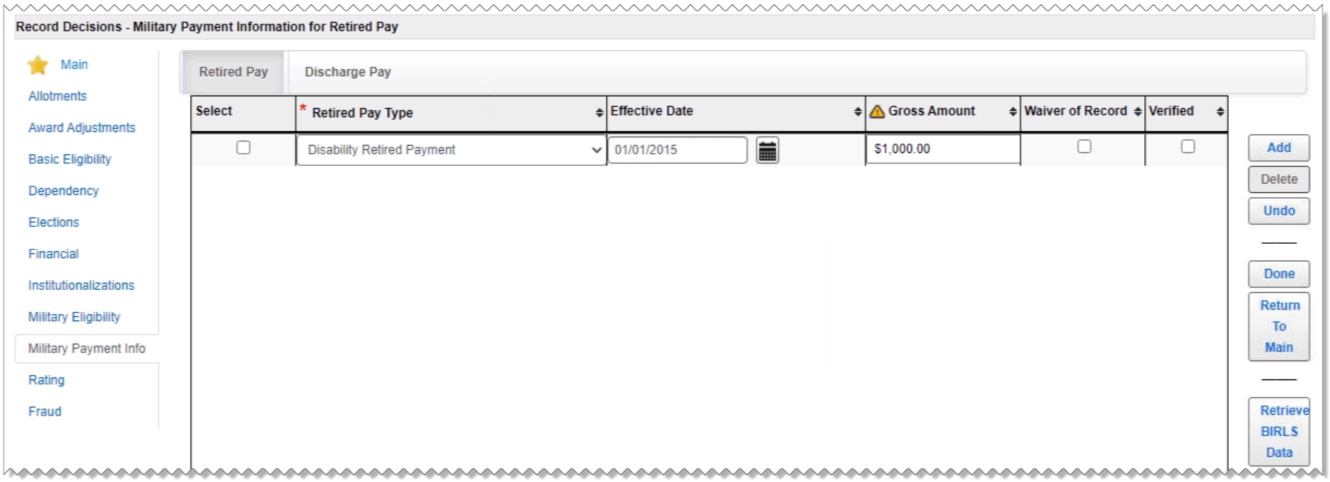
Additionally, when a COD decision that is DVA and/or DIS exists in the corporate database and a corresponding dishonorable Military Eligibility decision for the same POS does not exist, you will be shown a message upon Generate, Authorize, or Concur indicating that the inconsistency needs to be corrected. You will need to add a dishonorable Military Eligibility decision for the same POS as the dishonorable COD to fix the inconsistency.

Adding Military Eligibility Decisions

1. From the Record Decisions page, select the Military Eligibility link.
2. Select **Add**.
3. Select **Decision** and choose the decision type.
4. If required, enter the date of the Administrative Decision made by the VBA in the Admin Decision Date box.
5. If required, select Periods of Service and choose a service period.
6. Select **Accept**.
7. When finished, select **Done**.

Military Payment Info

From the Military Payment Info page, you can view, add, edit or delete military retired pay or discharge pay data.



Because concurrent payment of benefits paid by the VA and the Service Department is prohibited, receipt of military pay by a Veteran must be maintained so that necessary adjustments of the Veteran's VA compensation can be made. There are three ways this information is maintained:

- Automated update at claim establishment and at Beneficiary Identification Records Locator Subsystem (BIRLS) update
- Manual retrieval from BIRLS using page functions
- Manual entry of the military payment data

The information shown on this page does not adjust the benefit in any way. To withhold benefits, you must access the appropriate award adjustment page to enter the dates and balances to recoup. For more information, see Award Adjustments.

The adjustment of a proposed award is calculated based on the total retired pay adjustment to determine if the award decision pertains to a "running award." If it is determined to be a running award, the system will recalculate any adjustments automatically based on any newly received data, and will then save the withholding data for the waiver notification of the Veteran's potential benefits. This processing is shown on the Military Payment information page as well as the Retired Pay Adjustments page.

Retired Pay

When generating or authorizing an award, the system will retrieve and analyze any cutoff date that might be associated with it. If the award is generated or authorized before or after the retrieved Monthly military retired pay cutoff date, a message is shown indicating that the retired pay amount may be incorrect and/or withheld.

Adding Retired Pay

1. From the Record Decisions page, select the Military Payment Info link.
2. From the Retired Pay tab, select **Add**.
3. Select **Retired Pay Type** and choose the type of retired pay.
4. For **Effective Date**, enter the date of the payment event.
5. For **Gross Amount**, enter the payment amount.
6. Select the Waiver of Record check box to indicate there is a waiver on record, if applicable.
7. Select the Verified check box to indicate that the date has been verified, if applicable.
8. Select **Done**.

Adding Discharge Pay

The RAD Date and Discharge Disabilities fields may be enabled or disabled based on the Discharge Pay Type you select.

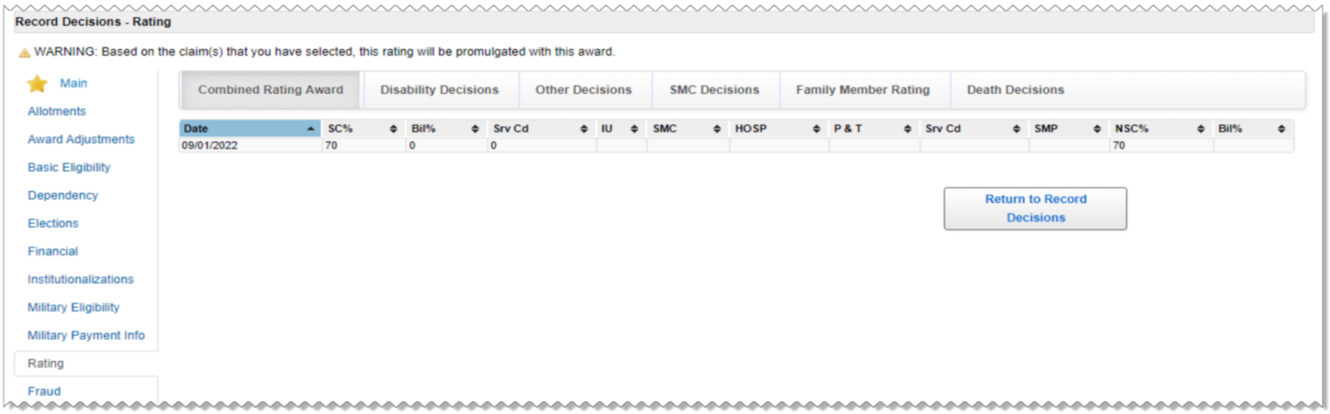
1. From the Record Decisions page, select the Military Payment Info link.
2. Select the Discharge Pay tab, then select **Add.**
3. Select **Discharge Pay Type** and choose the type of discharge pay.
4. For **Gross Amount**, enter the payment amount.
5. For **After Tax Amount**, enter the payment amount after taxes.
6. Select **RAD Date** and choose the RAD date of the payment event.
7. For **Discharge Disabilities**, enter a description of any disabilities.
8. Select the Verified check box to indicate that the date has been verified, if applicable.
9. Select **Done.**

Retrieving BIRLS Data

1. Select **Retrieve BIRLS Data**. A list of BIRLS payment information is shown, if available.
2. When finished viewing, select **Done** to clear this information from the page.

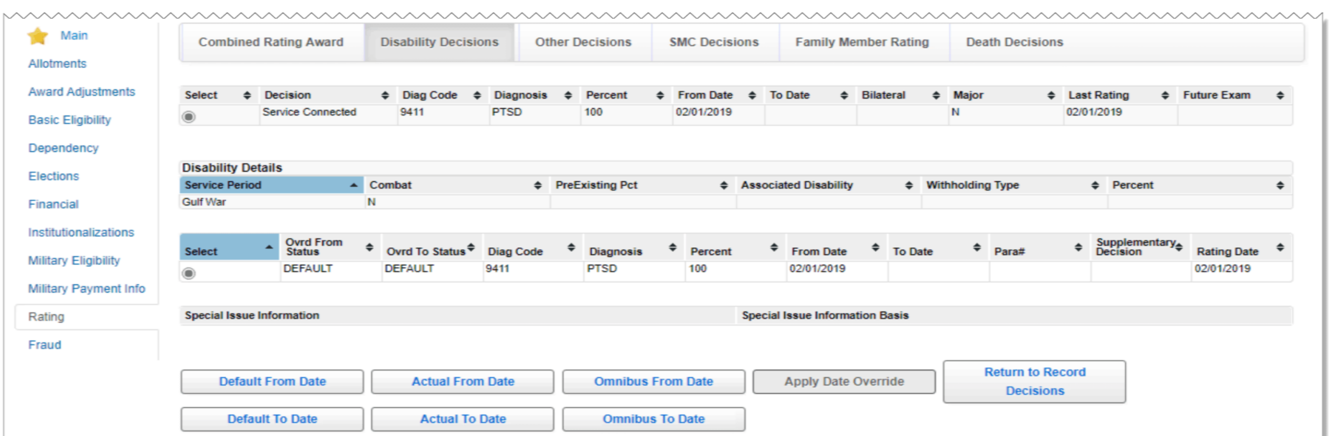
Rating

From the Rating page, you can view rating decisions pertaining to the Veteran and family members from the claims selected for the award.



The rating shown depends on which claims were selected on the main Record Decisions page. If no claim is selected, the latest finalized rating (promulgated or unpromulgated) is shown. If one of the claims selected is also associated to the latest unpromulgated rating, the unpromulgated rating is shown. If there is no unpromulgated rating, or none of the claims selected are associated to the unpromulgated rating, the last promulgated rating is shown. A message is also shown at the top of the Rating page to describe the rating data.

From the Disability Decisions, Other Decisions, or SMC Decisions tab, you can apply a date override. This involves making corrections on one or more tabs, then selecting Apply Date Override to apply all corrections. Applying a date override will negate the ability of Rating VSRs to correct the rating decision and prevent letter generation. Use this action only after ensuring the rating does not need to be corrected.



You can use the following buttons to apply date overrides:

- Default From Date: applies the original programmatically set from date

- Actual From Date: applies the from date of the rating decision when the Omnibus date has been erroneously applied by the system
- Omnibus From Date: applies the 1st date of the following month, known as the Omnibus date, for the from date when the date of the rating decision has been erroneously applied by the system
- Default To Date: applies the original programmatically set to date
- Actual To Date: applies the to date of the rating decision when the Omnibus date has been erroneously applied by the system
- Omnibus To Date: applies the 1st date of the following month, known as the Omnibus date, for the to date when the date of the rating decision has been erroneously applied by the system
- Apply Date Override: applies all overrides entered on rating decision tabs; used for finalizing and updating the combined rating so the correct date will be used in the award lines based on the rating decisions

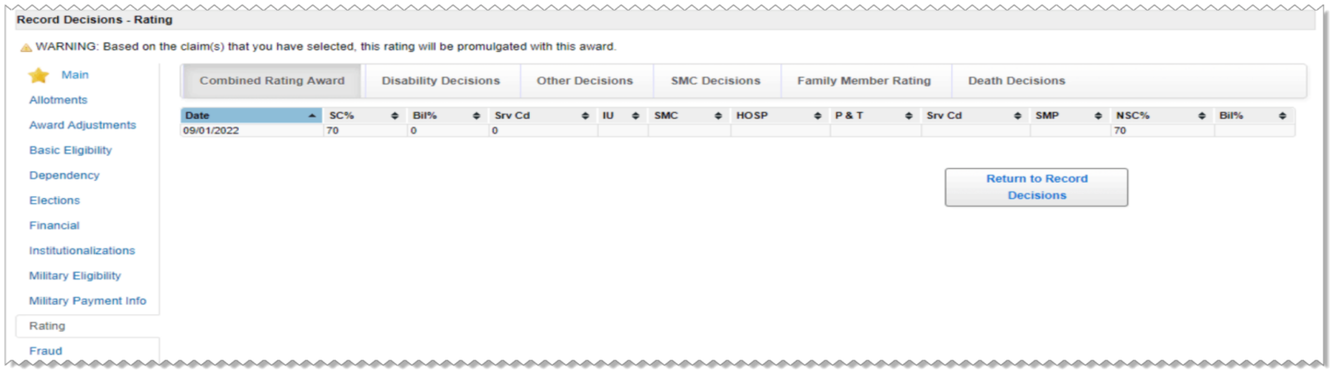
Applying Date Overrides

These steps are for the Disability Decisions tab. You can also correct dates from the Other Decisions tab or the SMC Decisions tab.

1. From the Rating page, select the Disability Decisions tab.
2. Select the check box for a decision row.
3. Select the check box for a row in the details list for the decision type, if needed. The date correction buttons are enabled.
4. Select **Default From Date**, **Actual From Date**, **Omnibus From Date**, **Default To Date**, **Actual To Date**, or **Omnibus To Date** to apply the desired date correction.
5. If needed, select another tab and correct other dates.
6. When finished correcting dates on all rating decision tabs, select **Apply Date Override**. This updates the Combined Rating Award page as well as placing the date correction option used in the Override Status column.

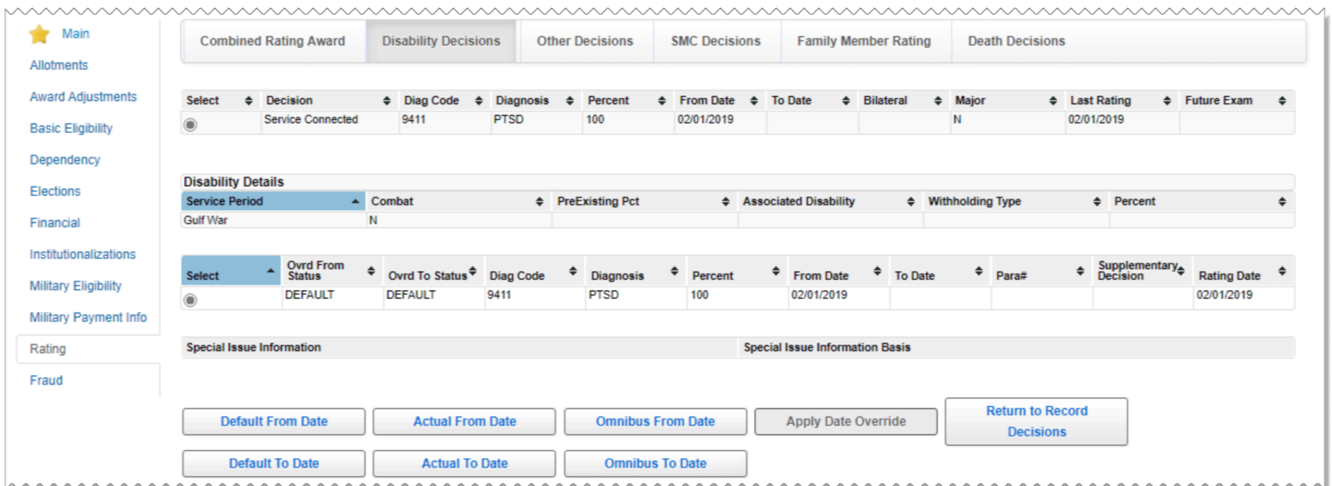
Combined Rating Award

The Combined Rating Award tab shows read-only information pertaining to the combined rating summary for award purposes. This tab should be re-examined after an Override Effective Date has been requested to confirm that the date has been carried over correctly from this operation.



Disability Decisions

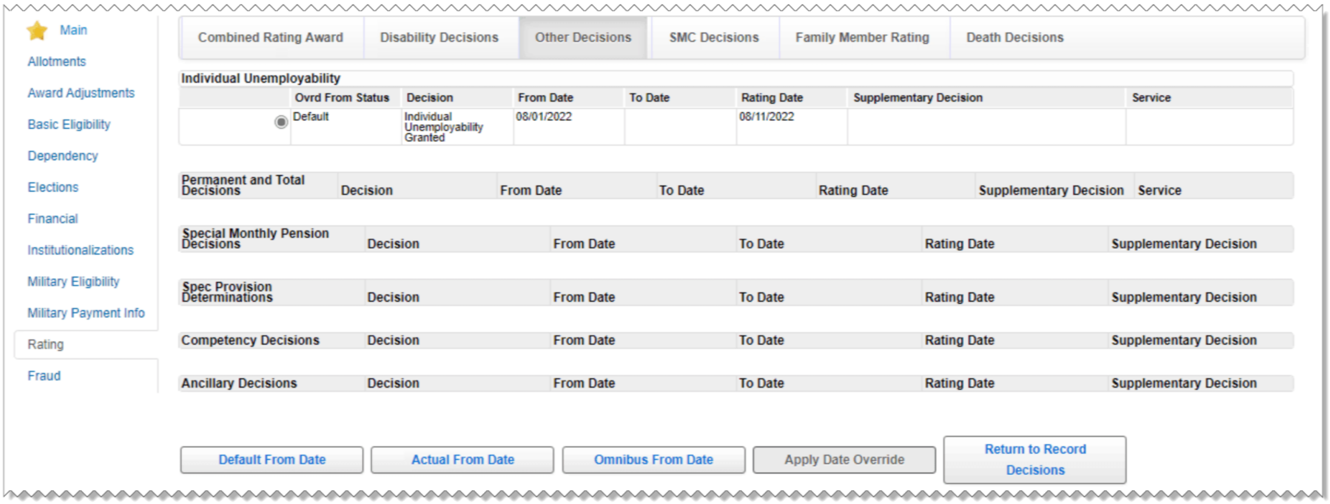
The Disability Decisions tab shows information pertaining to disability rating decisions.



From this tab, you can correct the From date of a decision to accurately reflect the award effective date. For more information, see Applying Date Overrides.

Other Decisions

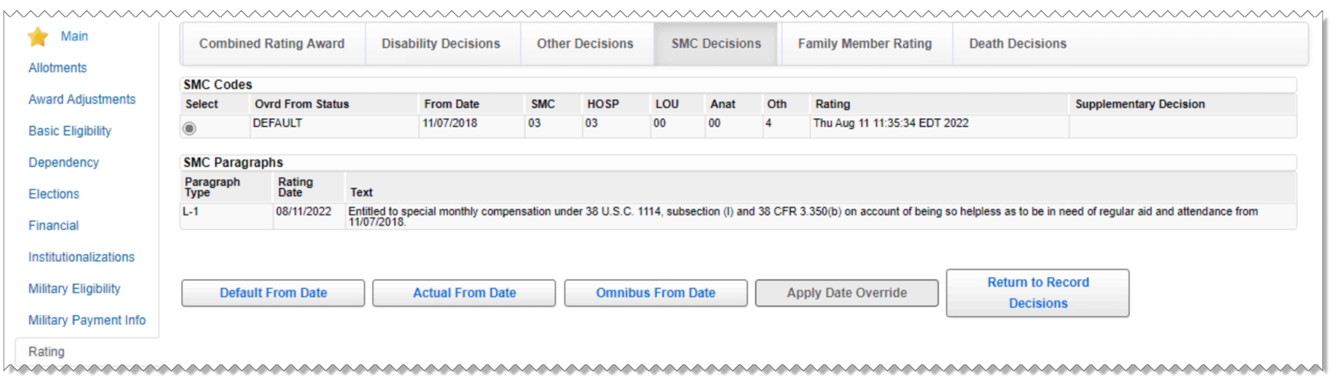
The Other Decisions tab shows information pertaining to Veteran rating decisions other than disabilities, SMC, or death issues. These might include individual unemployability and permanent and total decisions.



From this tab, you can correct the From date of an individual unemployability decision to accurately reflect the award effective date. For more information, see Applying Date Overrides.

SMC Decisions

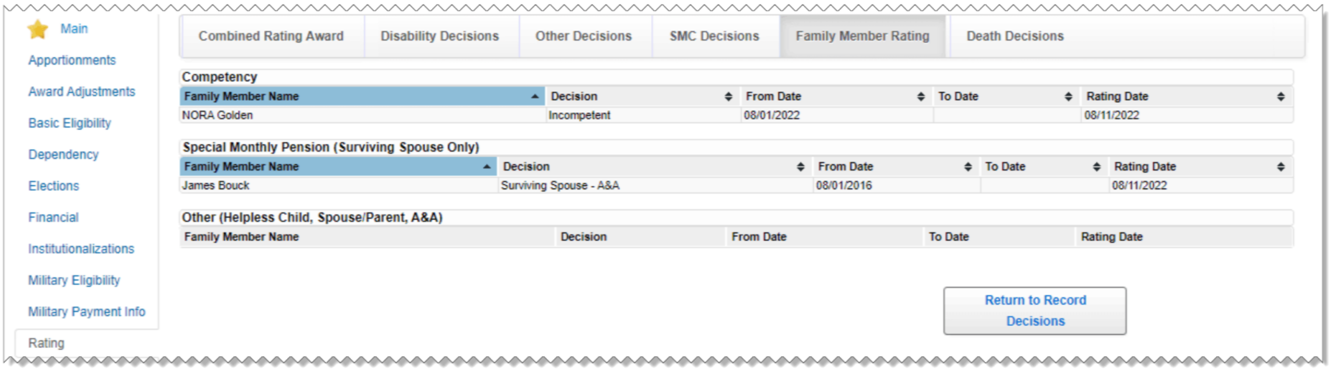
The Special Monthly Compensation (SMC) Decisions tab shows information pertaining to Veteran rating decisions dealing with SMC, such as loss of use of organs or limbs.



From this tab, you can correct the From date of a decision to accurately reflect the award effective date. For more information, see Applying Date Overrides.

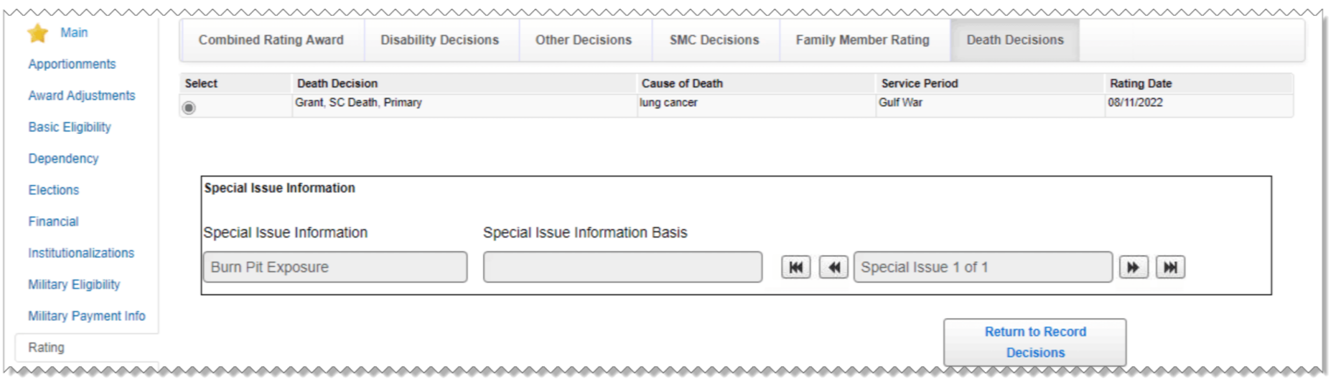
Family Member Rating

The Family Member Rating tab shows information pertaining to a Veteran's family members.



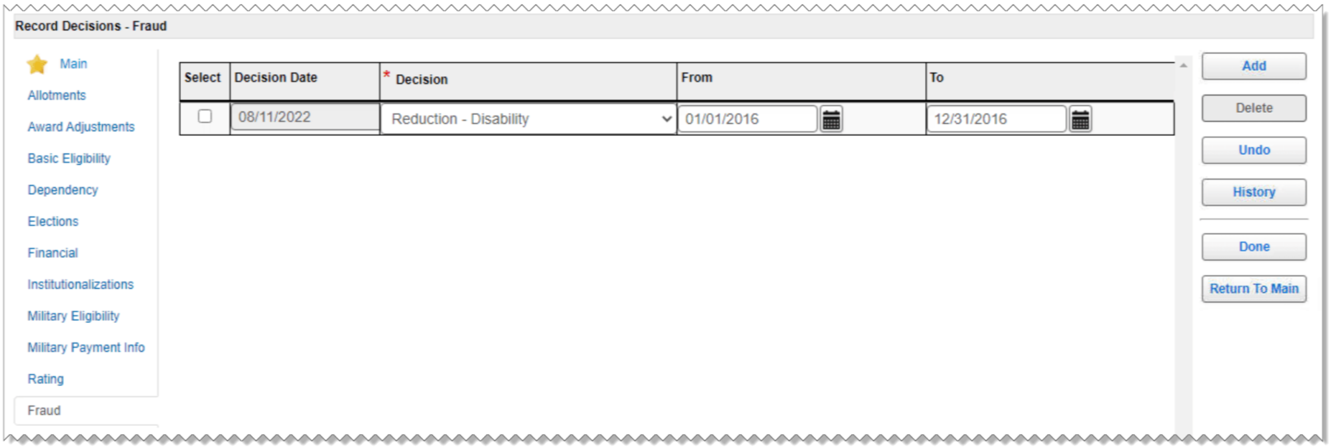
Death Decisions

The Death Decisions tab shows information about rating decisions related to the Veteran’s death.



Fraud

From the Fraud page, you can enter descriptive fraud decisions for awards that are terminated or payment reduced due to fraud. This does not replace the basic eligibility decision of Terminate - Fraud, but is used in conjunction with it. Fraud decisions themselves do not directly impact generated award lines.



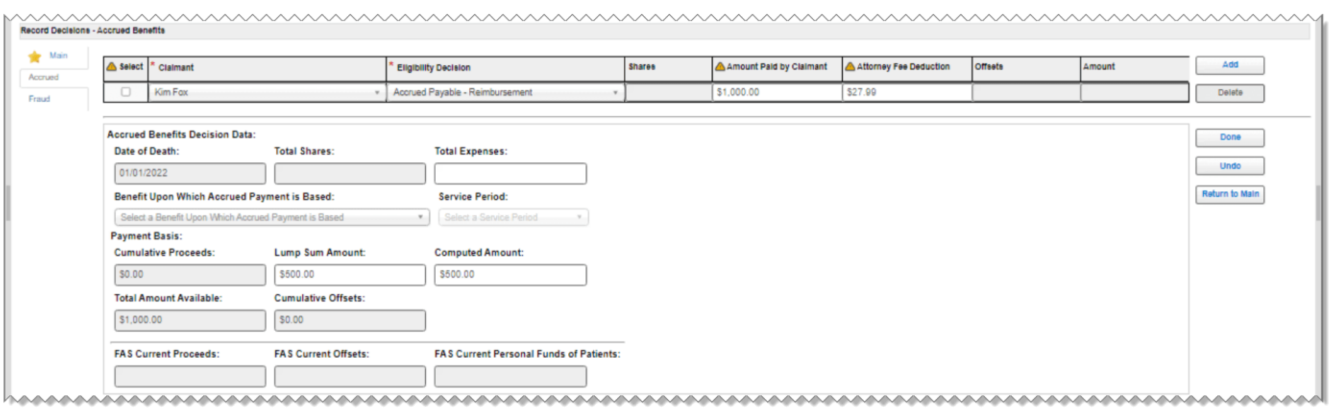
Adding Fraud Decisions

1. From the Record Decisions page, select the Fraud link.
2. Select **Add.**
3. Select **Decision** and choose a decision type.
4. Enter the starting date for the decision in the **From** box.
5. Enter the ending date for the decision in the **To** box.
6. When finished, select **Done.**

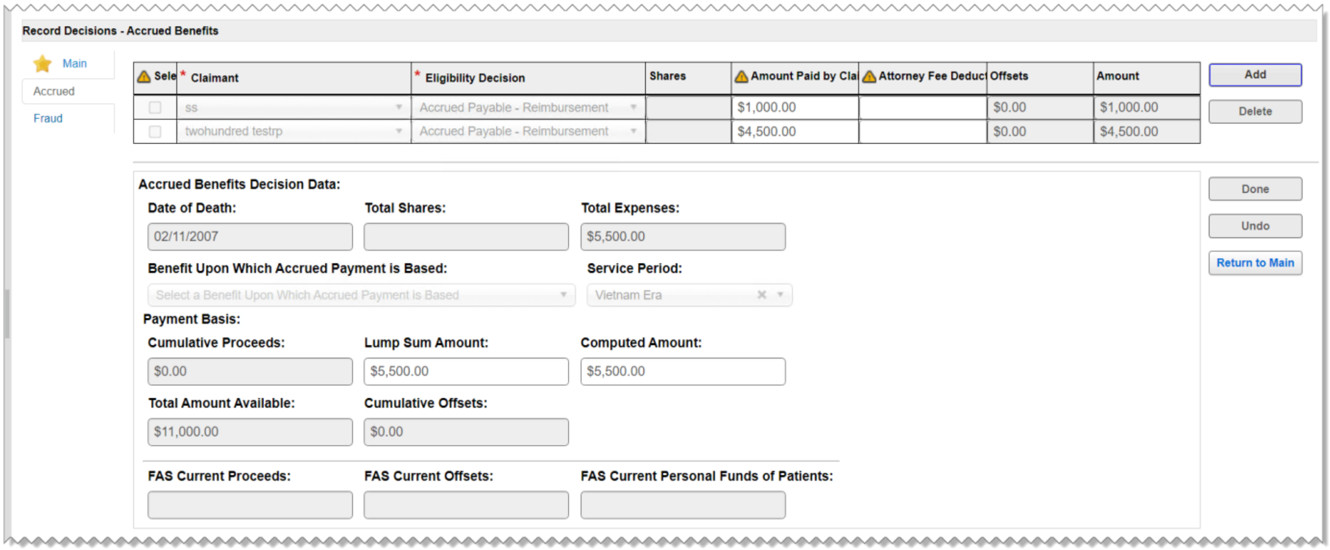
Accrued

From the Accrued page, you can enter and process accrued benefit claims made against funds due to a Veteran or other primary award beneficiaries at the time of their death. Claimants for benefits may include the Veteran's or primary beneficiary's surviving spouse or children, and in some cases funeral homes or other organizations. Multiple EPs can be selected for an Accrued award.

For awards authorized after August 13, 2016, the automated proceed/offset Accrued page is used for award processing.



For awards that authorized prior to August 13, 2016, the manual proceed/offset Accrued page is used for processing supplemental awards initially processed through the Manual Proceed/Offset Accrued.



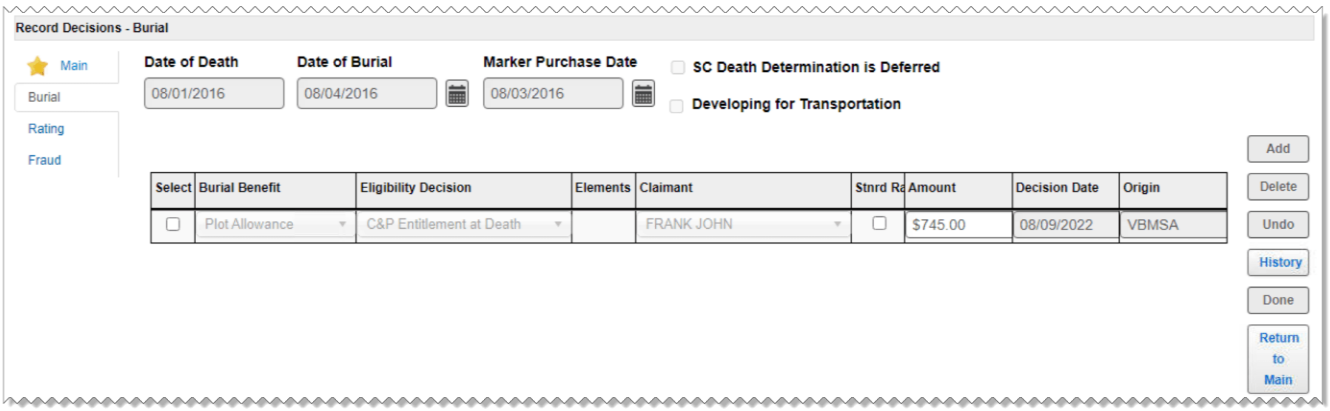
Adding Accrued Benefits

1. From the Record Decisions page, select the Accrued link.
2. Select **Add**.
3. Choose the Claimant and the Eligibility Decision for this claimant.
4. If the Eligibility Decision is an Accrued Payable - Reimbursement, enter the Amount Paid by Claimant value.
5. If the eligibility decision is an Accrued Payable - Reimbursement or Accrued Payable - Relationship, enter the Attorney Fee Deduction value.
6. To enter/change additional claimants to the benefit, select Add. All subsequent claimants must be Accrued Payable - Reimbursement, or select a Denial reason.
7. When all claimants have been listed, move to the Accrued Benefits Decision Data section and begin by entering the Total Expenses.
8. If the Eligibility Decision is an Accrued Payable - Relationship, the Shares column will default to "1" since each claimant is only entitled to one share.
9. To enter/change additional claimants to the benefit, select Add. All subsequent claimants must be Accrued Payable - Relationship, or select a Denial reason.
10. When all claimants have been listed, move to the Accrued Benefits Decision Data section and begin by entering the Total Shares.
11. Enter the Total Shares to be distributed.
12. Select a value for the Benefit Upon Which Accrued Payment is Based.
13. Select a value indicating the Service Period.
14. To complete the page, enter/change the Lump Sum, Computed and Offset amounts, if available.
15. The Amount the claimant will receive will be automatically calculated.
16. When finished, select **Done**.

Burial

From the Burial page, you can establish the Veteran's benefit eligibility for one or more burial benefits and to identify eligible claimants (individual and/or organizations). The burial benefit may pay a standard rate as a Service Connected or Not Service Connected burial benefit, Transportation, Plot/Interment Allowances, State Plot Allowances, and/or Marker/Engraving Reimbursement expenses incurred by the Veteran's surviving spouse or children, and in some cases funeral homes or similar organizations.

When processing for Burial or Plot, the system will use the Date of Death to calculate burial payments for better accuracy and to avoid over payments due to standard rate cut off dates.



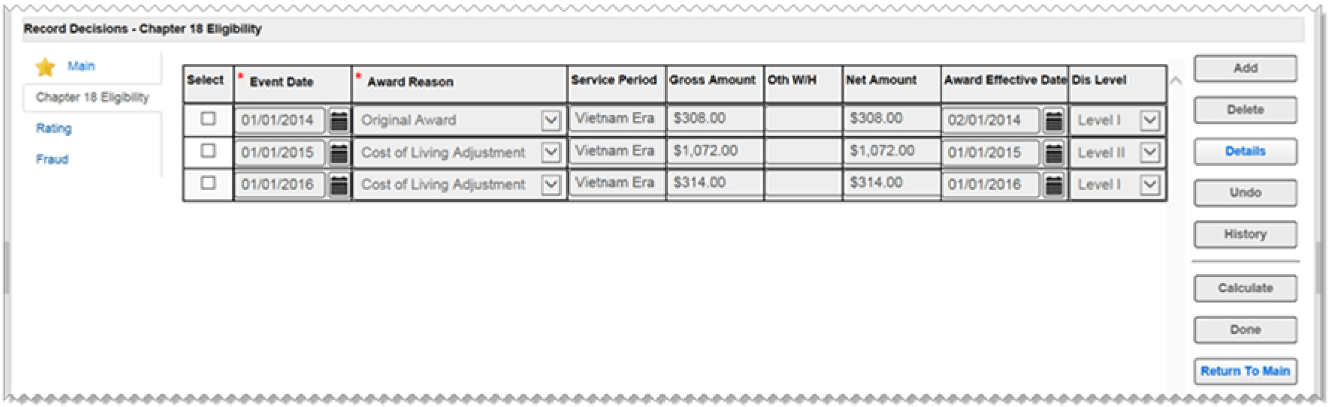
When a Veteran has a 100% rating at the time of death (TOD), a Service Connected (SC) burial allowance is payable. This involves selecting an eligibility decision under the SC Burial Benefit that does not accurately describe this service-connected death. Depending on your user permissions, you may be able to select an Eligibility Decision of Veteran 100% at TOD when the Burial Benefit selected is SC Burial Benefit.

Adding Burial Benefits

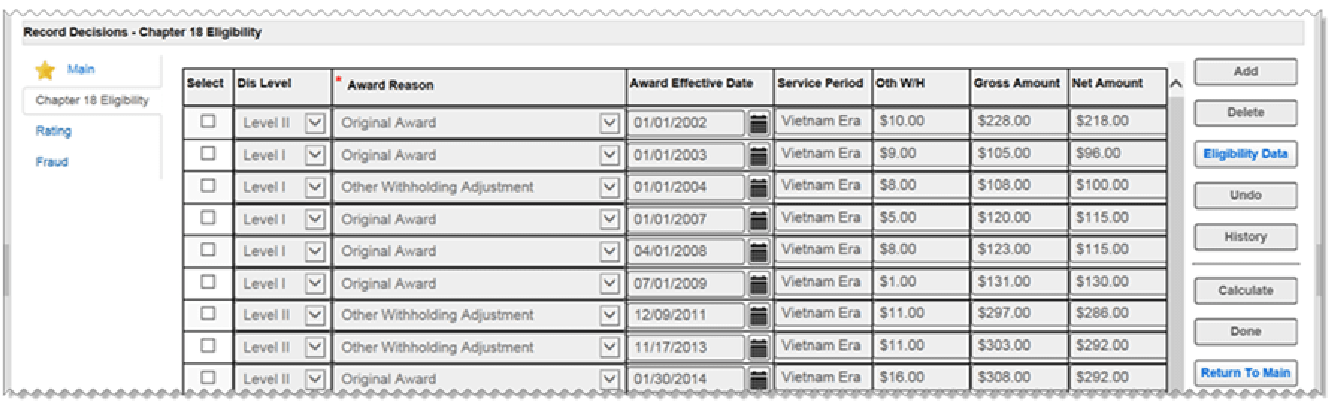
1. From the Record Decisions page, select the Burial link.
2. Select **Add**.
3. In the Burial Benefit field, choose the appropriate type option.
4. In the Eligibility Decision field choose the decision describing the eligibility for the benefit.
5. Then select the Claimant for the beneficiary.
6. If this benefit is to be paid under the Standard Rate, select the Stnrd Rt check box. If selected for a row, the Amount field is disabled and the amount will contain the standard rate of the benefit (not Transportation).
7. Enter or change the dollar value for the Amount of the benefit.
8. When finished, select **Done**.

Chapter 18 Eligibility

From the Chapter 18 Eligibility page, you can process Spina Bifida and Birth Defects awards, adding award lines as needed. You can also deny or terminate benefits from this page.



The Chapter 18 Eligibility page for Birth Defect awards includes an Eligibility Data button to process the data eligible for this award type.



Chapter 18 Cost of Living Adjustment (COLA) award lines will be automatically calculated when you generate the award.

For a Spina Bifida grant, the Veteran must have one of the following:

- Theater of Service in Vietnam between 02/28/1961 and 05/07/1975
- Theater of Service in Korea between 09/01/1967 and 08/31/1971
- Theater of Service in Thailand between 01/09/1962 and 05/07/1975

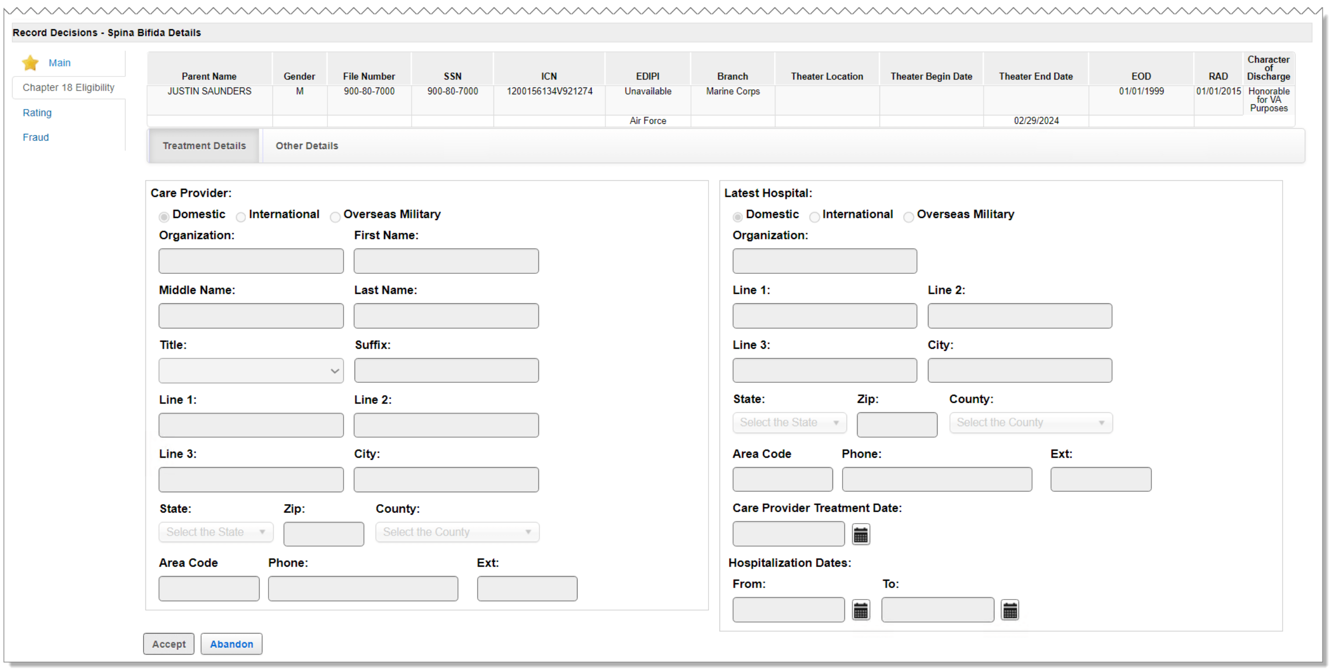
Adding Chapter 18 Eligibility Award Lines

1. From the Record Decisions page, select the Chapter 18 Eligibility link.
2. Select **Add**.
3. In the Event Date field, enter or change the date of the decision event.
4. Select Award Reason and select the reason for the award line.
5. The Service Period field automatically populates with the Veteran's period of service.

6. In the Oth WH field, enter or change the dollar value for any other withholdings to be taken against the Gross Amount and will be used to calculate the final Net Amount value.
7. In the Award Effective Date field, enter or change the effective date of payment.
8. Select Dis Level and choose the severity level of the disability.
9. To calculate the award Gross and Net Amounts, select **Done** to save the award line entry. Then select **Calculate** to automatically fill these fields.
10. When finished, select **Done**.

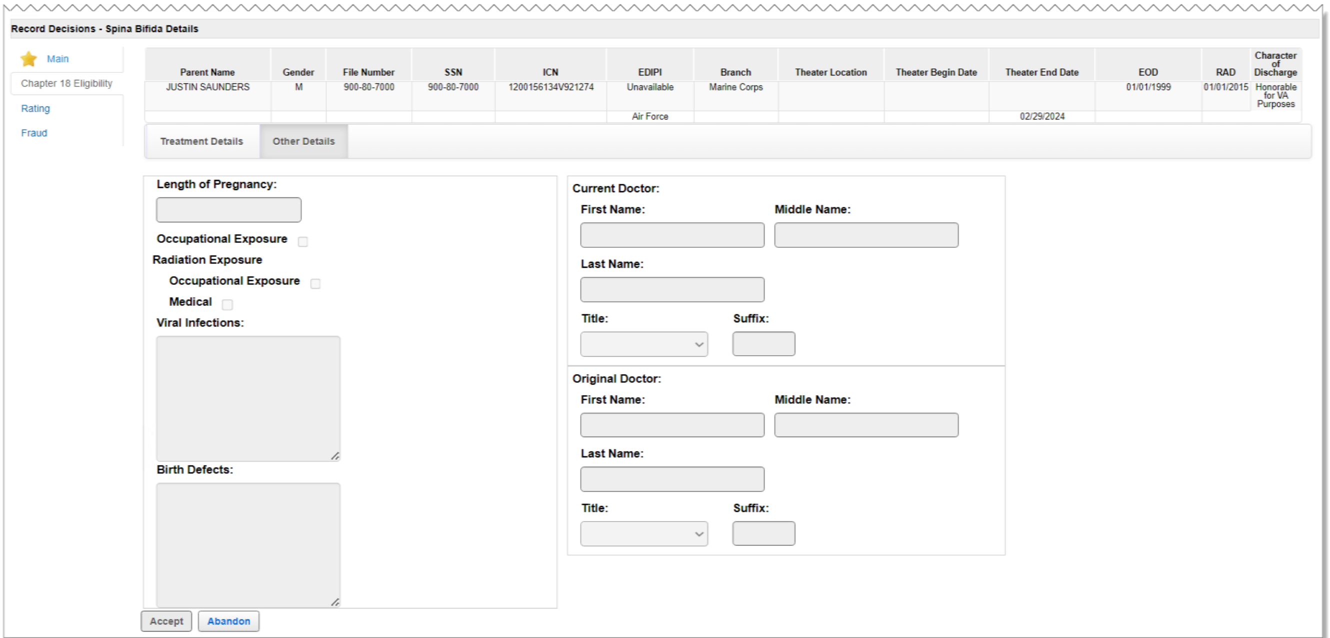
Entering Spina Bifida Treatment and Other Details

1. From the Chapter 18 Eligibility page, select **Details**.
2. If needed, select the Treatment Details tab.



3. In the left-hand panel, enter as much information as possible pertaining to the care provider and treatment of the Spina Bifida issue associated with the patient name shown above.
4. In the right-hand panel, enter as much information as possible pertaining to the most recent hospital stay relating to the Spina Bifida treatment associated with the patient name shown above.

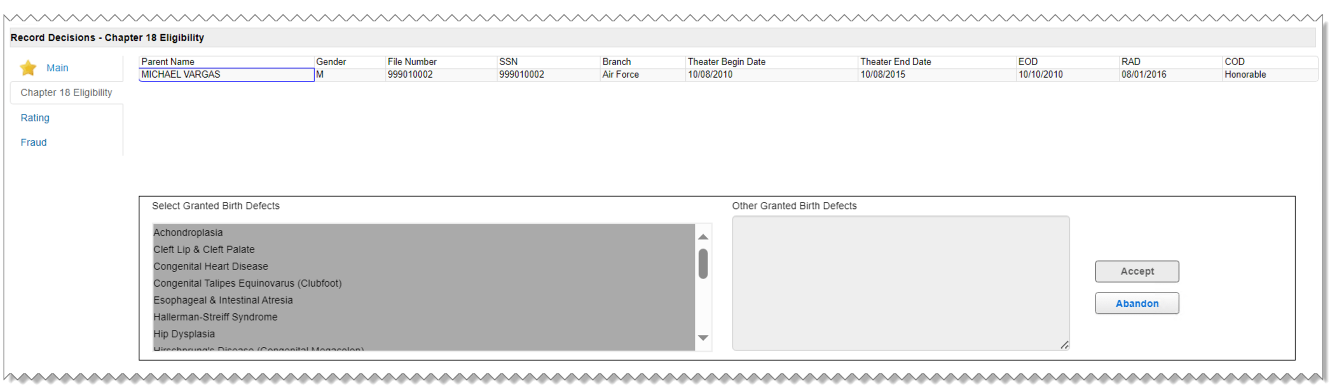
5. If more information is needed, select the Other Details tab.



6. In the left-hand panel, enter as much information as possible pertaining to the pregnancy term and conditions during the pregnancy associated with the patient name shown above.
7. In the right-hand panel in the top portion, enter as much information as possible pertaining to the current physician administering medical care for the Spina Bifida condition pertaining to the patient name shown above.
8. In the right-hand panel in the bottom portion, enter as much information as possible pertaining to the previous/original physician who administered medical care for the Spina Bifida condition pertaining to the patient name shown above.
9. When finished, select **Accept**.

Entering Birth Defect Eligibility Data

1. From the Chapter 18 Eligibility page, select **Eligibility Data**.

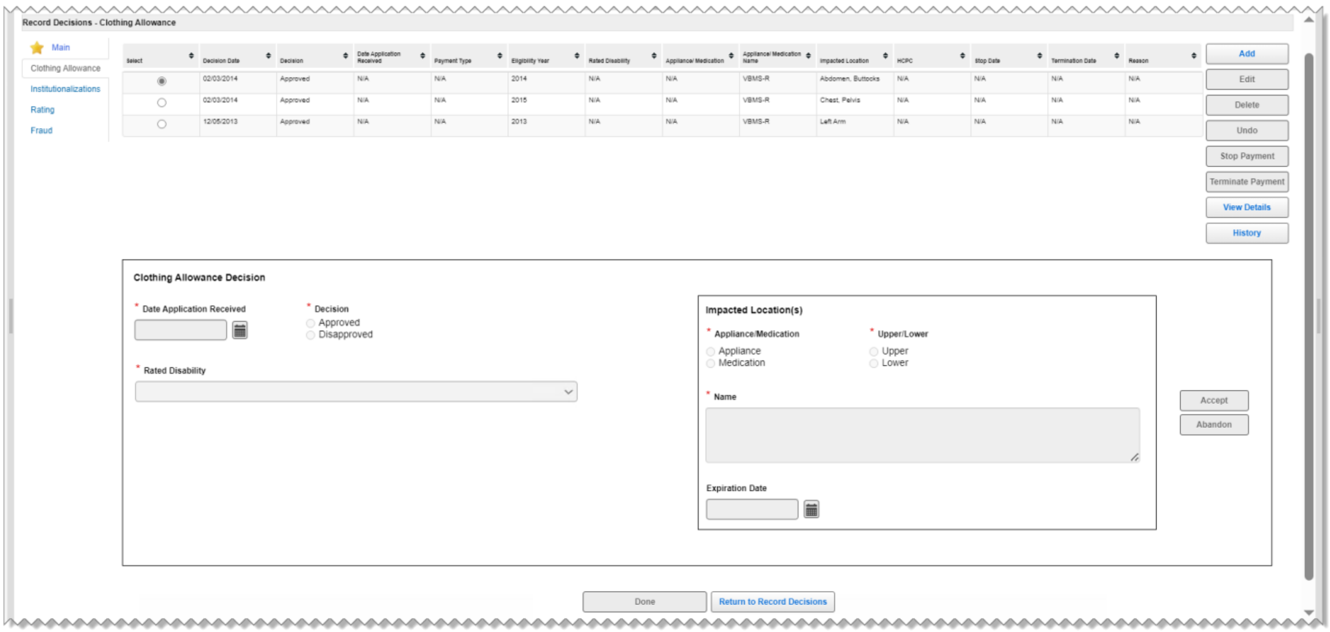


2. In the left-hand panel, select the appropriate Granted Birth Defects option that best describes the medical birth defect pertaining to the patient name shown above.

3. In the right-hand panel, enter any additional Granted Birth Defects information that would add additional detail to the selected birth defect on the left pertaining to the patient name shown above.
4. When finished, select **Accept**.

Clothing Allowance

From the Clothing Allowance page, you can record decisions for the annual clothing allowance award. Recording the decision involves entering the service-connected disability entitling the Veteran to the clothing allowance award and specifying the Appliance or Medication causing wear to clothing, as well as the impacted locations.



The Eligible for Specified Year decision is only available prior to eligibility year 2012.

Veterans with disabilities that require use of an orthopedic appliance, or use of a prescribed medication, may be eligible to receive a supplement if their clothing is permanently damaged from the medication or appliance if the disability is either service connected or 1151 granted. When you select the disability from the Rated Disability list, this selection is associated to the Impacted Location options.

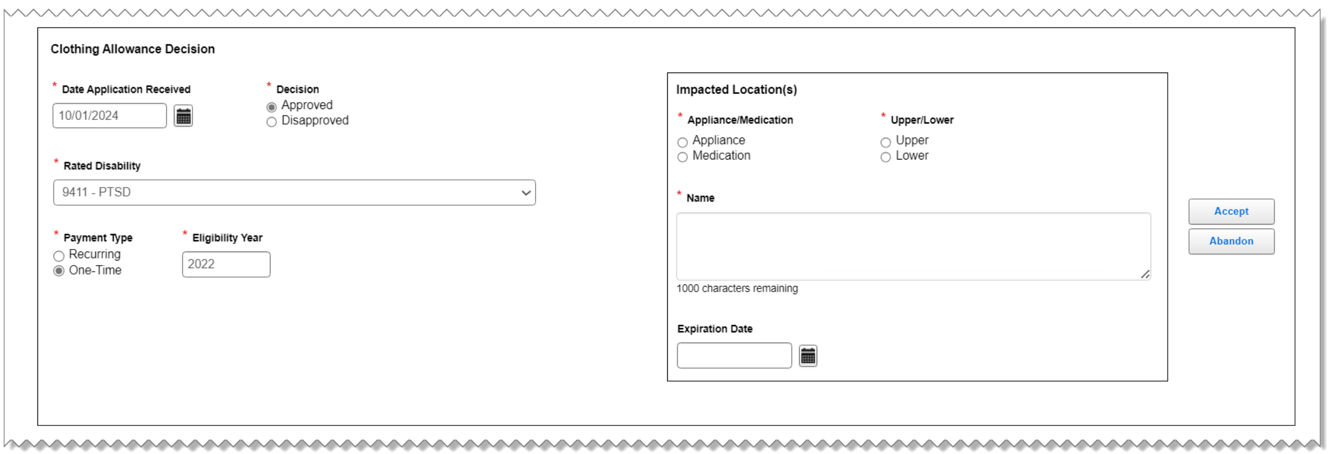
If a Veteran then receives a new prosthetic device that no longer wears out the clothing, then the Veteran is no longer eligible for clothing allowance payments. You can select one of the following termination reasons to discontinue clothing allowance payments:

- Appliance No Longer Wears Out Garment
- Administrative Decision

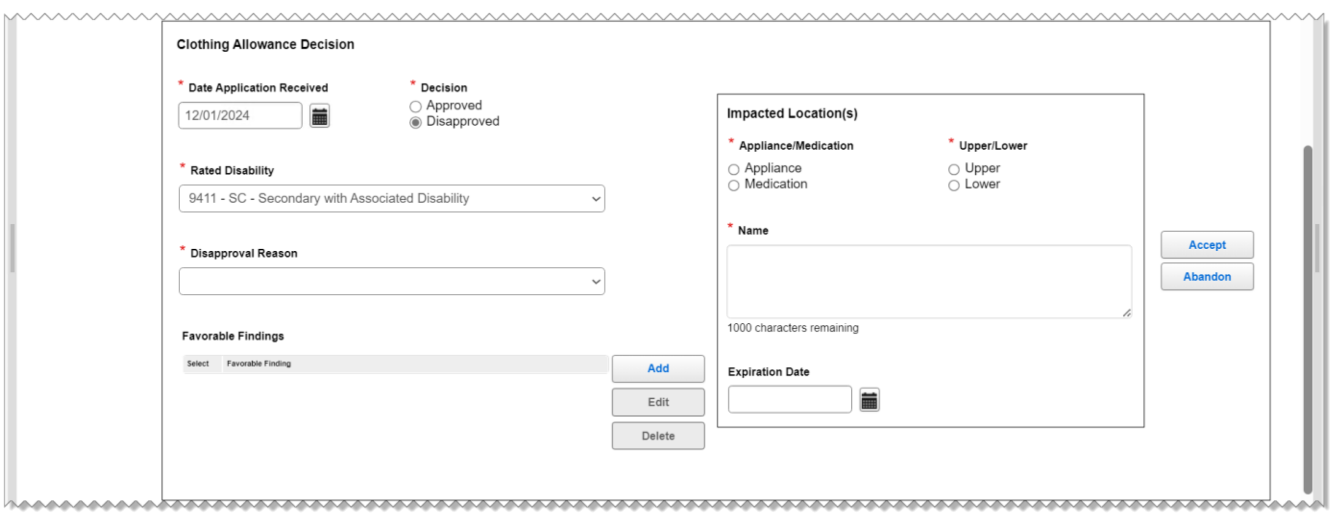
Adding Clothing Allowance Decisions

Decision options may vary based on the Eligibility Year being prior to 2012, or greater than or equal to 2012.

1. From the Record Decisions page, select the Clothing Allowance link.
2. Select **Add**.
3. In the **Date Application Received** field, enter the date the application for the clothing allowance benefit was received.
4. In the **Decision** field, choose a decision type.
5. From the **Rated Disability** list, select the service connected disability related to the appliance or medication, and impacted location claimed.
6. If you choose Approved, choose a payment type from the **Payment Type** field and enter an eligibility year for the clothing allowance benefit in the **Eligibility Year** field.

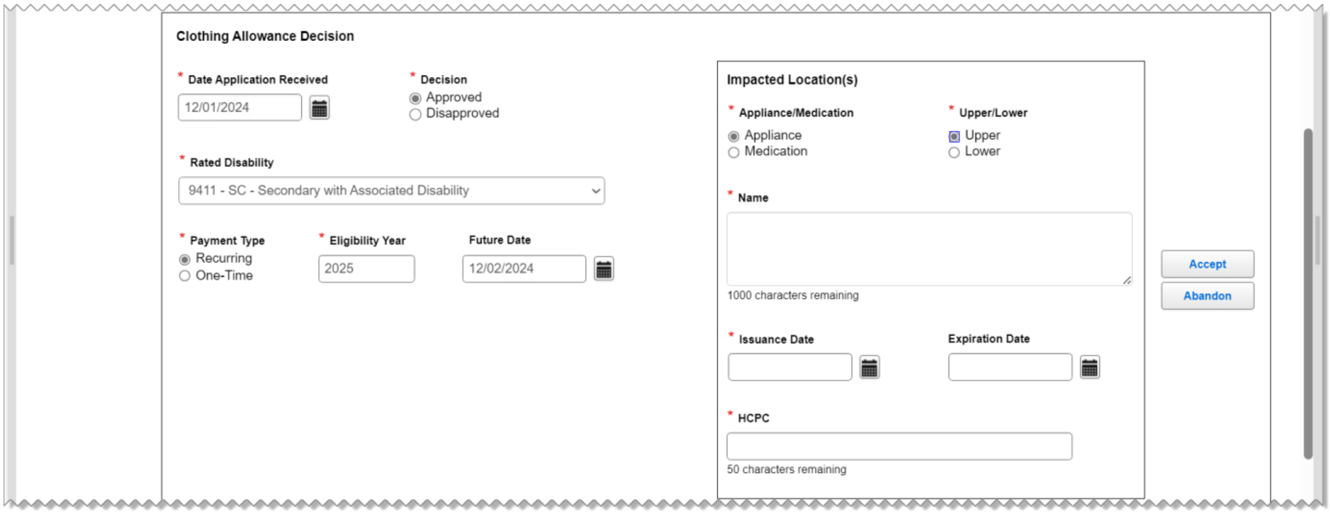


7. If you choose Disapproved, choose a reason from the **Disapproval Reason** list. You can also select **Add** in the Favorable Findings field to add a favorable finding.

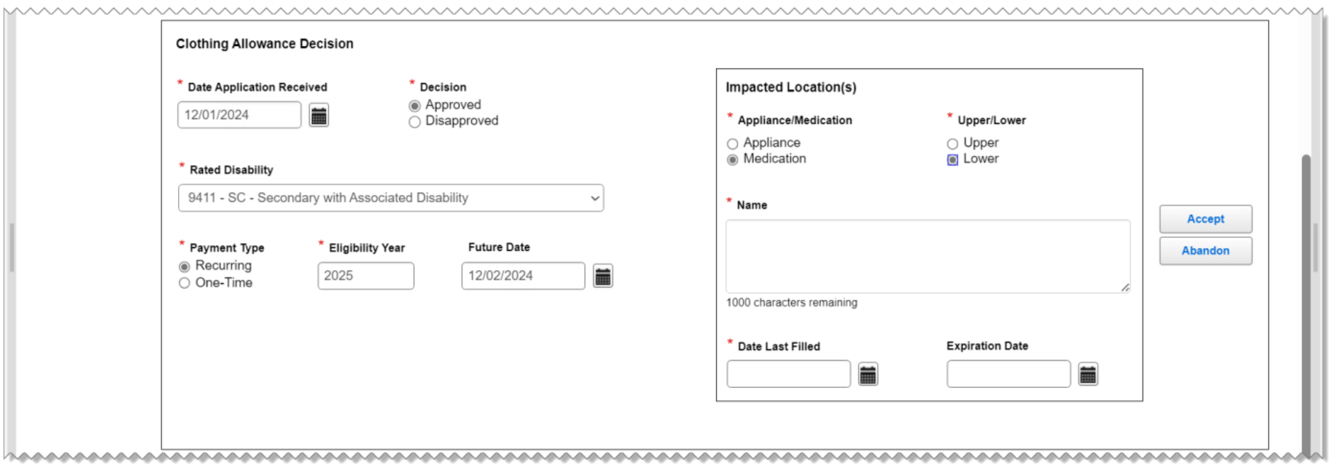


8. From the **Impacted Locations** section, select an item from the Appliance/Medication field.
9. In the **Upper/Lower** field, select the location that the appliance or medication impacts.
10. Enter a name for the appliance or medication in the **Name** field.

11. If you choose Appliance, enter a date in the **Issuance Date** field and a code in the **HCPC** field.



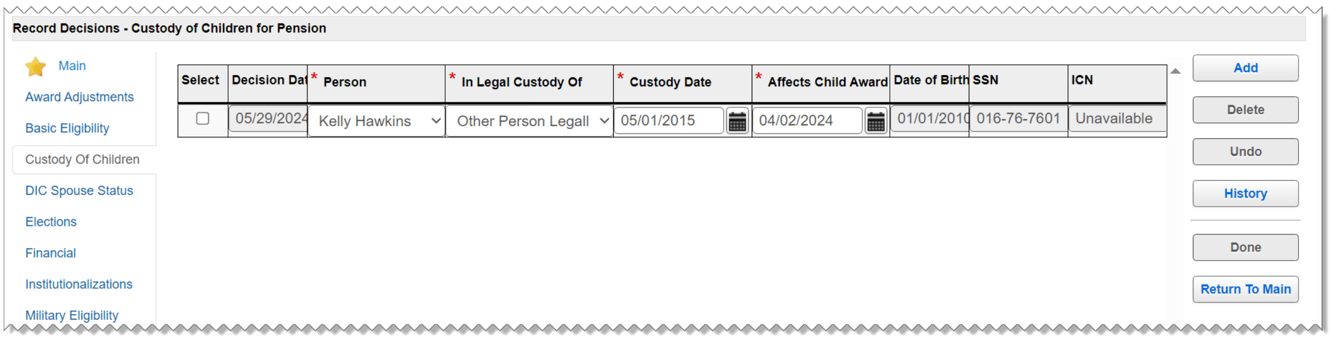
12. If you choose Medication, enter a date in the **Date Last Filled** field.



13. Select **Accept**.
14. When finished, select **Done**.

Custody of Children

From the Custody of Children page, you can enter the custody status of a Veteran's children with respect to the surviving spouse to determine the child's independent entitlement to pension benefits. Since the page is shared among all of the Veteran's children, the decisions entered are used in the awards of all children.

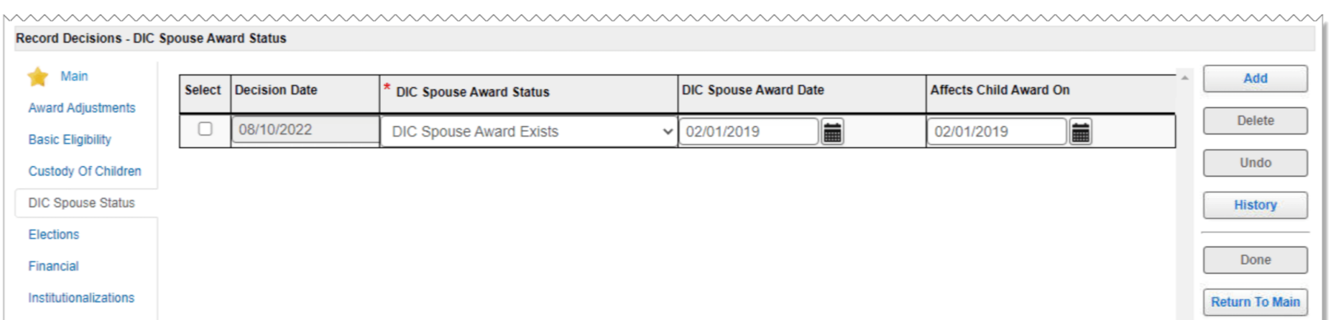


Adding Custody of Children Decisions

1. From the Record Decisions page, select the Custody of Children link.
2. Select **Add**.
3. Select **Person** and choose one of the Veteran's children.
4. Select **In Legal Custody Of** and choose the custodian type.
5. In the **Custody Date** field, enter or change the official date of custody.
6. In the **Affects Child Award On** field, enter or change the date the decision will affect the award.
7. When finished, select **Done**.

DIC Spouse Status

From the DIC Spouse Status page, you can record the status of a DIC Spouse award to determine the rate payable to the children. The decision is only available when processing a CPD Child award.

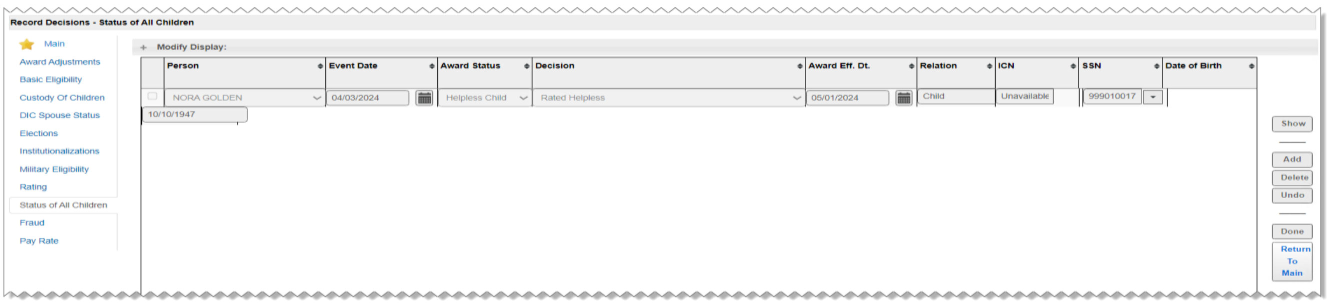


Adding DIC Spouse Status

1. From the Record Decisions page, select the DIC Spouse Status link.
2. Select **Add**.
3. Select **DIC Spouse Award Status** and choose the spouse's status.
4. For **DIC Spouse Award Date**, enter or change the date the award takes effect.
5. For **Affects Child Award On**, enter or change the date when the spouse's award status affects the children's award.
6. When finished, select **Done**.

Status of All Children

From the Status of All Children page, you can report the status all children who may share in the DIC Child award. These decisions are ultimately used to determine the rate payable to each child. The information recorded in the screen is available for all children on the award.



You can select DIC Minor Child Unrelated Spouse on Separate Awd for awards that need to indicate a minor child belonging to the Veteran is unrelated to the surviving spouse. This option is available when the surviving spouse award Dependency indicates that this spouse is Not an Award Dependent so the spouse can receive an accurate payment. VBMS-Awards will process separate awards for a Veteran's current surviving spouse and for a Veteran's child who is unrelated to this spouse. A child unrelated to the surviving spouse will not be considered as a dependent or child of this spouse in determining the surviving spouse's eligibility for the Two Year Transitional Benefit. And no information regarding the award of the Veteran's child, who is unrelated to a surviving spouse, will be sent to the surviving spouse.

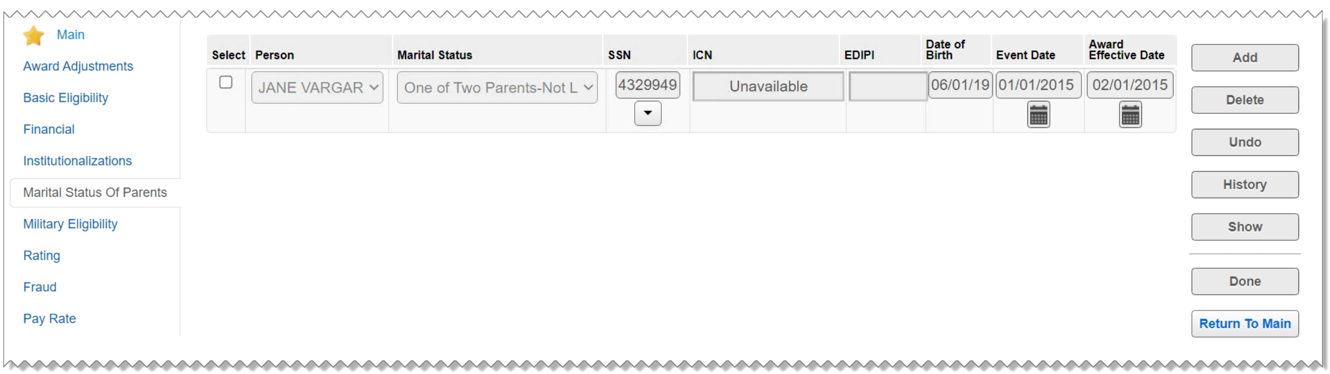
When these awards are processed, the additional dependent allowance payable under a DIC rate will be automatically suppressed when the only child is an unrelated minor child for a two year period, or until the last unrelated child reaches age 18, whichever is sooner, so that the allowance is not erroneously paid. A DIC award will then be granted for the minor child when the DIC spouse status is DIC Spouse Award Exists, so that decisions other than disallowance can be made. Payment for the unrelated minor child will come from the surviving spouses DIC rate increase from the additional dependent allowance so that an accurate rate for the unrelated minor child can be utilized.

Adding Status of All Children

1. From the Record Decisions page, select the Status of All Children link.
2. Select **Add**.
3. Select **Person** and choose a family member of the primary beneficiary. The relationship to the primary beneficiary must have already been established.
4. For **Event Date**, enter or change the date of the decision event. This may be a child's date of birth, a marriage date, a date of death, or a date of claim.
5. Select **Award Status** and choose the status of the award.
6. Select **Decision** and choose the decision type.
7. Several fields may be automatically filled in, including Award Effective Date, Relationship, SSN, Date of Birth, and File Number.
8. If the dependent's SSN is not automatically filled in, enter the SSN.
9. If the dependent's Date of Birth is not automatically filled in, enter the Date of Birth.
10. When finished, select **Done**.

Marital Status of Parents

From the Marital Status of Parents page, you can record the award marital status of the Veteran's parents claiming entitlement to survivor's DIC benefits. Changes in the parents' marital and cohabitation status determines the benefit rates applied. The Marital Status of Parents page is shared with all parent beneficiaries so that the information is visible and applicable in each parent's record.



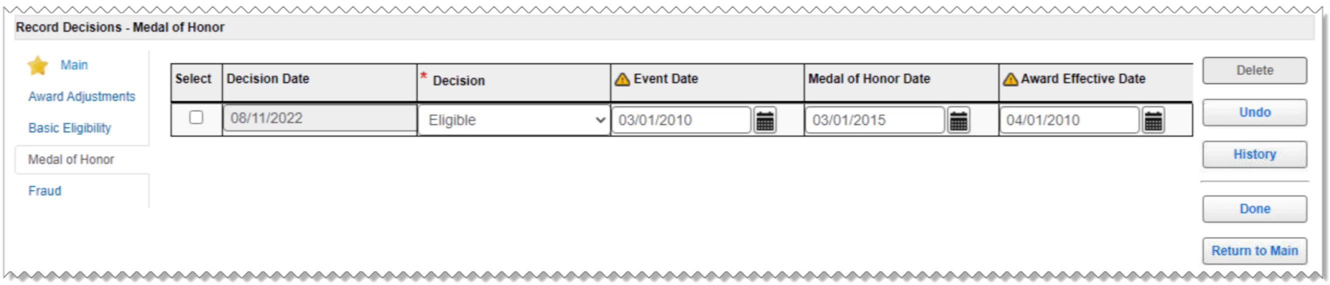
Adding Marital Status of Parents

1. From the Record Decisions page, select the Marital Status of Parents link.
2. Select **Add**.
3. Select **Person** and choose the individual for whom parental status is being recorded.
4. Select **Marital Status** and choose a status.
5. **Date of Birth** and **SSN** information is automatically filled in.

6. If no SSN is available for the selected person, select **Reason For No SSN** and choose a reason.
7. For **Event Date**, enter or change the date of the decision event.
8. The **Award Effective Date** is automatically filled in based on the event date. This is the date the decision affects the award.
9. When finished, select **Done**.

Medal of Honor

From the Medal of Honor page, you can provide the Veteran's eligibility for the monthly Medal of Honor award.



Only one Medal of Honor decision can be entered.

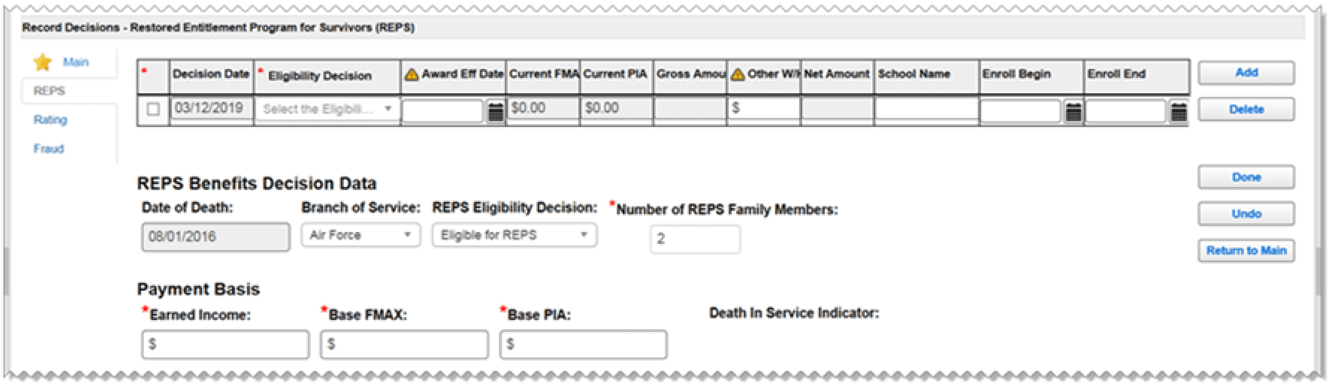
Adding Medal of Honor Decisions

If there is no current Medal of Honor decision, you can enter a new decision in the blank entry row. Otherwise, you must delete the current decision before entering a new one.

1. From the Record Decisions page, verify that a Medal of Honor claim is shown in the Selected Claims list.
2. Select the Medal of Honor link.
3. Select **Decision** and choose the type of decision.
4. For **Event Date**, enter or change the date of the act of valor.
5. For **Medal of Honor Date**, enter or change the date the Veteran received the Medal of Honor.
6. For **Award Effective Date**, edit the date the adjustment affects the award, if needed.
7. When finished, select **Done**.

Restored Entitlement Program for Survivors (REPS)

From the Restored Entitlement Program for Survivors (REPS) page, you can process awards to any eligible surviving beneficiaries. You can use the Fraud and Rating pages to verify related data, enter a decision from the REPS page, and then generate the award to produce the final notification letter to be sent.



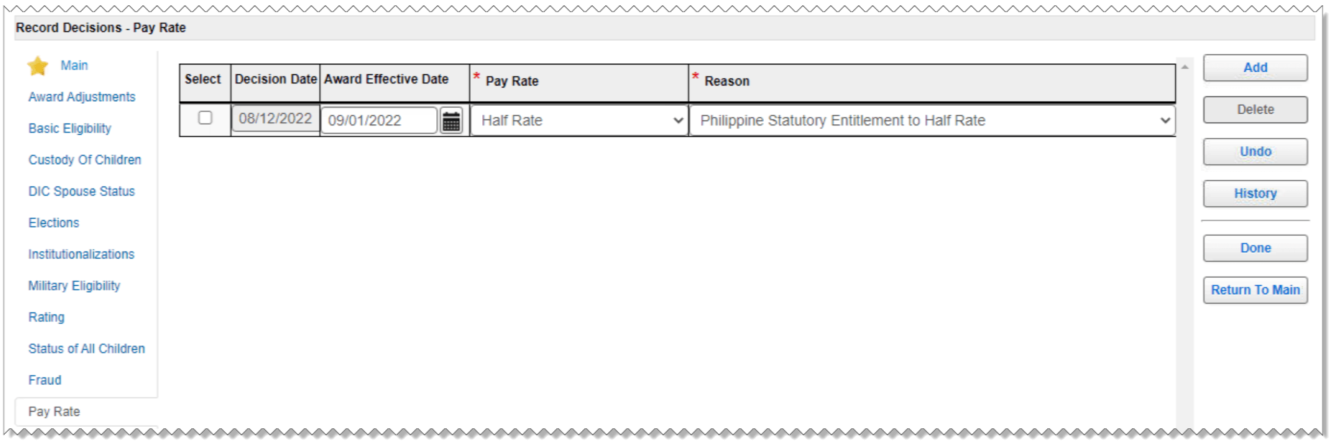
The REPS Benefits Decision Data section must be completed for all REPS awards associated to the Veteran before a spouse or child claimant decision can be entered. For all REPS awards, the Branch of Service and REPS Eligibility Decision fields are required. If the REPS Eligibility Decision results in a Grant, the remaining fields will also be required. However, if the REPS Eligibility Decision results in a Denial, the remaining fields are optional.

Adding REPS Decisions

1. From the Record Decisions page, select the REPS link.
2. Select **Branch of Service** and choose a branch of service.
3. Select **REPS Eligibility Decision** and choose the decision type.
4. For **Total Number of REPS Family Members**, enter the number of REPS family members. This is used to calculate the Gross Rate for the claimant.
5. Earned Income, Base FMAX and Base PIA are automatically filled in, if available. Enter these values for calculation, if needed.
6. Select **Add**.
7. For **Award Effective Date**, enter the effective date of the first payment.
8. Select **Eligibility Decision** and choose the decision type.
9. For **Other Withholding Amount**, enter the dollar value for any withholding to be taken against the Gross Amount to be used in calculating the final Net Amount.
10. When finished, select **Done**.

Pay Rate

From the Pay Rate Decisions page, you can record rate of payment for service in various Philippine branches that supported the U.S. Armed Forces in the Philippines during World War II. This page is only available if the Veteran served in these branches, and only during World War II.



You can choose whether the rate of payment for the VBA benefits is to be at the full rate or half rate of payment. You can also enter the reason an award is being reduced to the half rate, for reporting purposes.

Continuing eligibility is monitored, and the pay rate is subject to change if requirements are not met.

Adding Pay Rate Decisions

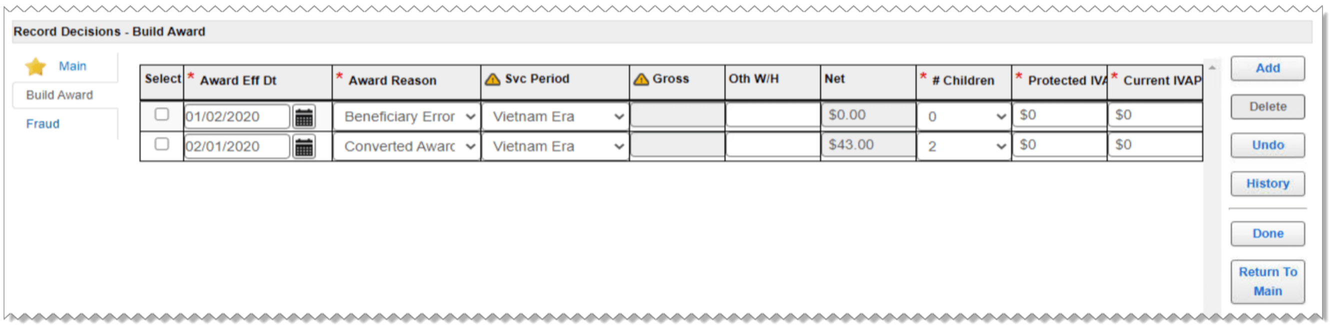
1. From the Record Decisions page, select the Pay Rate link.
2. Select **Add**.
3. For **Award Effective Date**, enter the date the award will take effect.
4. Select **Pay Rate** and choose a rate option.
5. Select **Reason** and choose a reason for the decision.
6. When finished, select **Done**.

Build Award

From the Build Award page, you can add or edit award lines for miscellaneous awards. The miscellaneous award types are as follows:

- 1312A Spouse
- 1312A Child
- 1312A Parent
- 306 Veteran Award
- 306 Spouse Award
- 306 Child Award

- Death Compensation Spouse
- Death Compensation Child
- Death Compensation Parent
- Old Law Veteran Award
- Old Law Spouse Award
- Old Law Child Award



Adding Miscellaneous Award Decisions

The process for adding decisions for all miscellaneous award types is similar. These steps refer to adding a decision for a 306 Child award. Available fields within the table will vary based on the award type.

1. From the Record Decisions page, select the Build Award link.
2. Select **Add.**
3. For **Award Effective Date**, enter the date the award will take effect.
4. For **Award Reason,** choose a reason for the decision
5. For **Service Period,** select a period of service, if required.
6. For **Number of Children**, choose the number of children.
7. For **Protected Income for VA Purposes (IVAP)**, enter the dollar amount.
8. For **Current IVAP**, enter the dollar amount.
9. When finished, select **Done**.

Editing and Deleting Miscellaneous Award Decisions

1. From the Build Award page, select the check box in the row for the award line you wish to edit or delete.
2. To edit the award line, make changes as needed and select **Done**.
3. To delete the item, select **Delete**. From the dialog, select **Yes** to confirm deletion.
4. When finished, select **Done**.

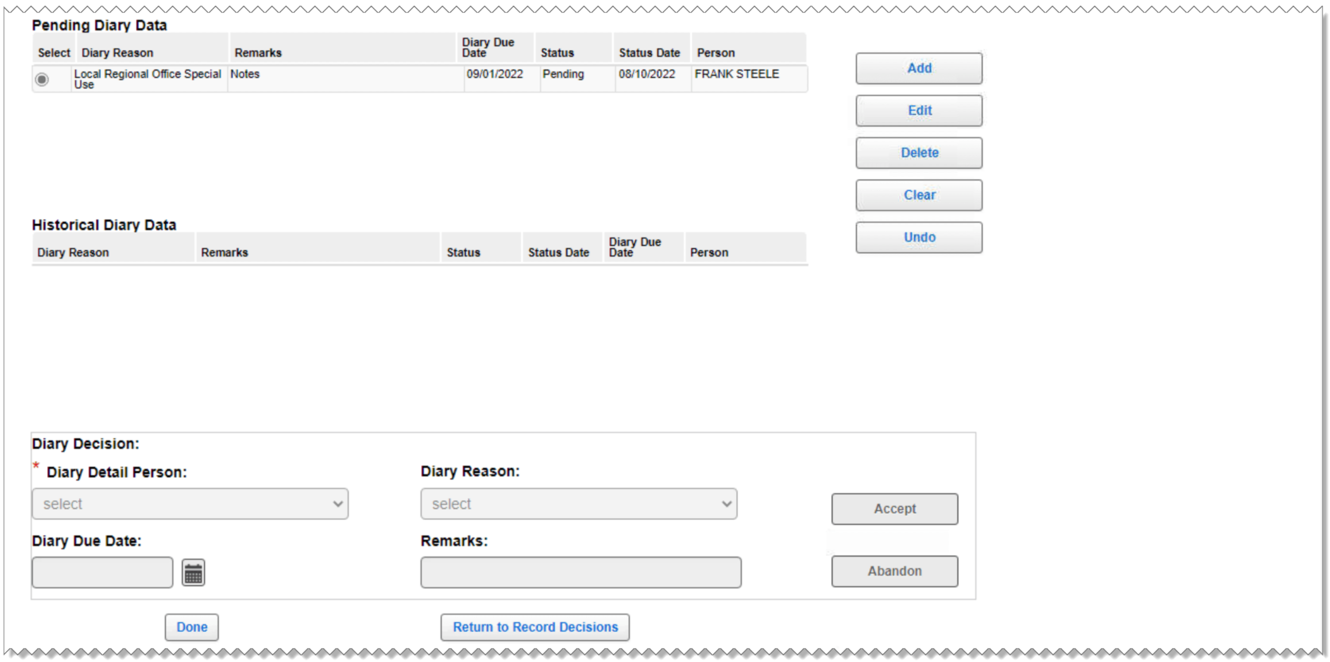
7

Diaries

Chapter Contents

Diaries

From the Diaries page, you can manually enter diary decisions or view automatically created diaries to ensure there are no outstanding issues affecting entitlement. You can review diaries from the award eDocument after award generation, or from the Diaries page after award authorization. You may be able to enter future controls, so that upon the suspense of the control date, the VSR is notified via a message or a letter is released to the beneficiary. Depending on your user permissions, Diaries data may be read-only.



When adding, editing, or deleting diaries, at any point before selecting Done, you can discard your changes by selecting Undo.

Diaries are used to track future actions that are required in order to ascertain if continued entitlement to benefits is warranted. For example, some individuals receiving benefits under the Improved Pension program are required to verify their income on an annual basis via an Eligibility Verification Report (EVR). Failure to verify the income may result in termination or reduction of the payable benefit.

Certain diaries are automatically created when an award is generated or when a rating is returned. The appropriate diary entry is created based on the decisions entered, and is automatically updated with the diary reason code, diary action date, and status. Auto-generated diaries are set for the primary beneficiary of the award. For example, a Veteran is in receipt of disability compensation (CPL Award) and has a dependent spouse. Diary reason 24 will be set for the Veteran, not the spouse, with a due date of 8 years from the date the award event is authorized. Other such Diary items are created for conditions such as:

- DIC award for a CPD Child if the award status is Unclaimed DIC Child and the decision is Count in DIC Total in the Status of All Children page: this Diary will expire 1 year from when the award is authorized, and is managed following the same rules as other established Diaries.
- Compensation awards where a Dependency status is Spouse, Spouse A/A, Minor Child or Helpless Child and the Veteran's combined service-connected evaluation is at least 30 percent: a Diary will be created or updated with the reason code, action of 8 years from the date the award is generated for the award recipient who is the primary beneficiary.
- Award Type of Clothing Allowance and a single year eligibility decision or group of decisions (if 2012 or later) exist which is not followed by any other decision: a Diary will be created or updated with the reason code, action of May of following eligibility year (For example, a clothing allowance is generated for eligibility year 2004 [08-01-2003 thru 07-31-2004] with single year eligibility decision(s), Diary due date would May 1, 2005).

Some diaries are automatically cleared or cancelled when an award is Authorized or Concurred. These diary items are updated with the diary action date and status, and are shown as historical line items.

Adding Diary Items

1. From the Record Decisions page, select **Diaries**.
2. Select **Add**.
3. Select **Diary Detail Person** and choose a participant.
4. Select **Diary Reason** and choose a reason.
5. For **Diary Due Date**, enter the date the diary item is due.
6. For **Remarks**, enter comments as needed.
7. Select **Accept**.
8. When finished, select **Done**.

Editing and Deleting Diary Items

1. Choose an item from the Pending Diary Data list.
2. To edit the item, select **Edit**. Make changes as needed and select **Accept**.
3. To delete the item, select **Delete**. From the Delete Record dialog, select **Yes** to confirm deletion, then select **Accept**.
4. When finished, select **Done**.

Clearing Diary Items

1. Select an item from the Pending Diary Data list.
2. To mark the item as completed and move it to the Historical Diary Data list, select **Clear**.
3. When finished, select **Done**.

8

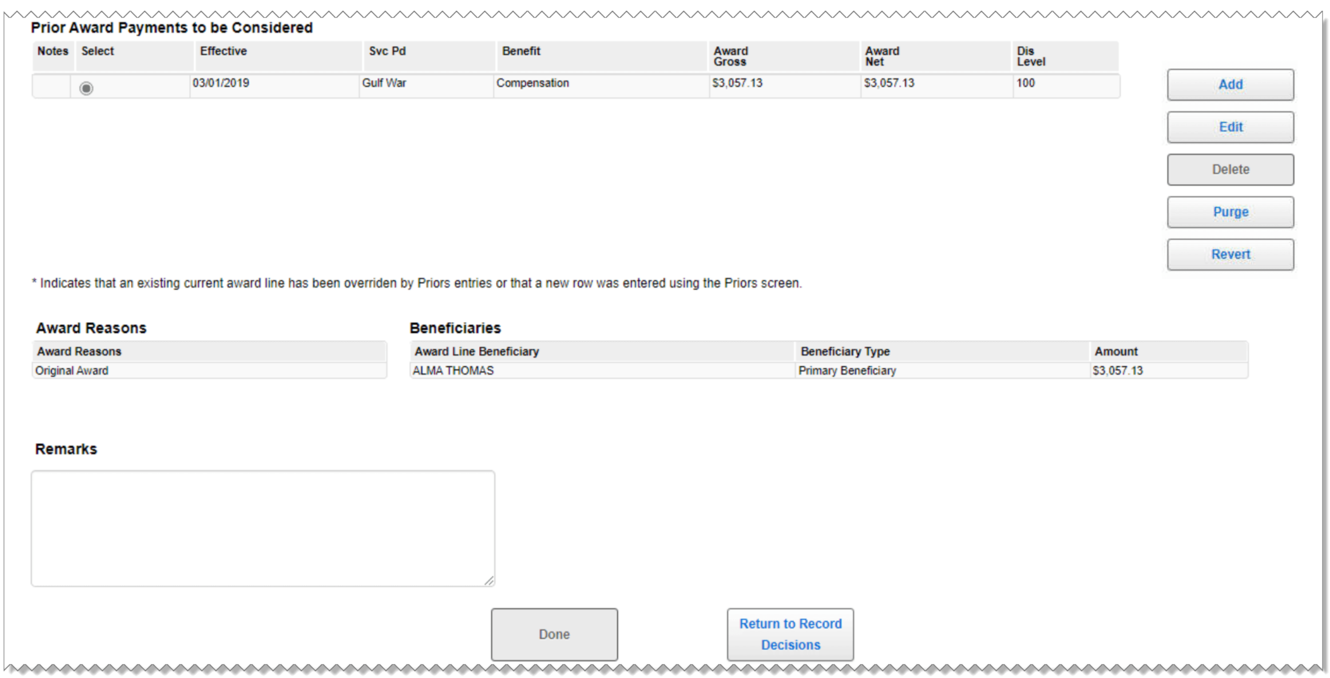
Prior Payments

Chapter Contents

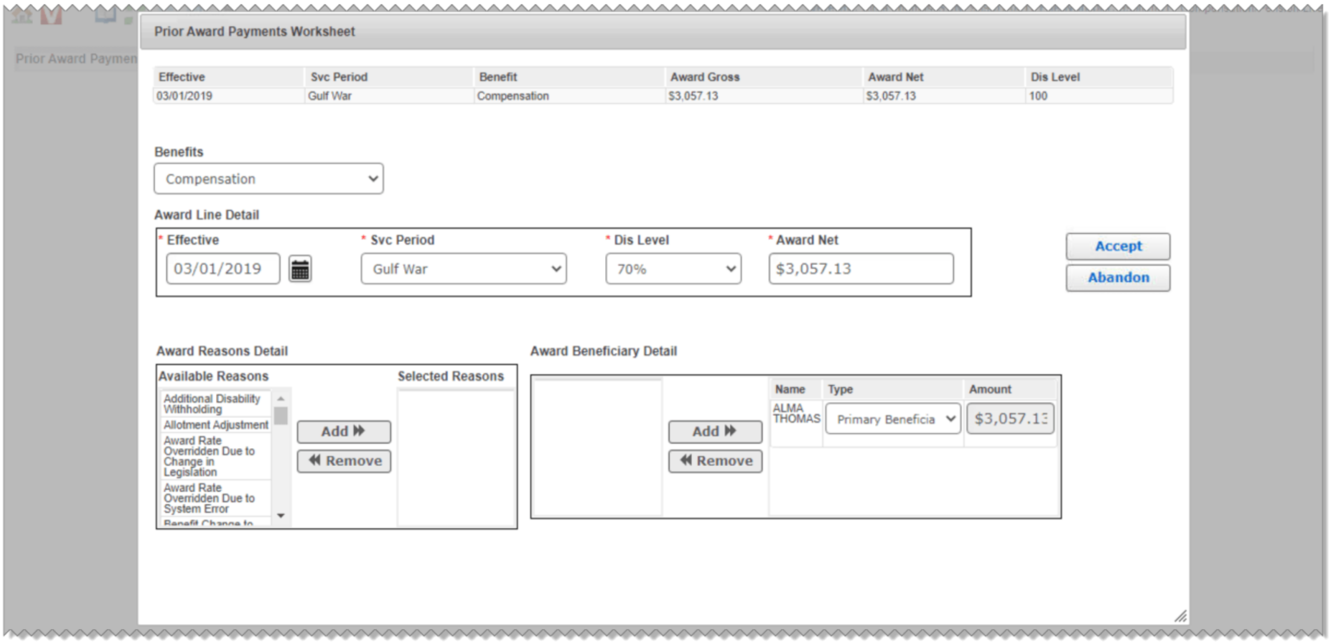
Prior Payments

From the Prior Award Payments page, you can view the current award prior to award generation and identify inadequacies in the award so that when necessary, you may make adjustments. This is necessary so that when accounting is prepared between the current and proposed award, the award net effect is correct. Inadequacies result from poorly converted legacy awards, legacy award without adequate historical award lines, and "out of system" payments made to the beneficiary. A current award line may be used as a basis for the adjustment or the operator may add a new award line or delete an award line. Additionally, since some terminated award records were removed from the system payments to not require a current award, these prior payments can be entered for a Veteran who does not have a running award.

Prior Award Payments to be Considered shows prior payments, if any, along with the Award Reasons and Award Beneficiaries. From this page, you can add a prior payment, edit or delete existing prior payments, purge changes to prior payments since the last authorized award event, or revert changes you made since accessing this page.



When you select Add or Edit, the Prior Award Payments Worksheet dialog opens. From this dialog, you can enter prior award payment information.



Adding Prior Payments

1. From the Record Decisions page, select **Priors**.
2. From the Prior Payments page, select **Add**.
3. From the Prior Award Payments Worksheet dialog, select **Benefits** and choose a benefit type, if needed.
4. For **Effective Date**, enter the effective date of the payment.
5. Select **Svc Period** and choose a period of service. The period dates assume that an individual is considered to be on active duty until midnight of the day of discharge or release.
6. Select **Dis Level** and choose the disability percentage from the rating associated with the award line.
7. For **Award Net**, enter the award net amount for the award line.
8. To add a reason in the Award Reasons Detail section, choose an option from Available Reasons and select **Add**.
9. To add a beneficiary in the Award Beneficiary Detail section, choose a beneficiary and select **Add**.
10. Select **Accept**.
11. From the Prior Payments page, select **Done**.

Editing and Deleting Prior Payments

1. From the Prior Payments page, choose an item from the Prior Awards Payments to be Considered list.
2. To edit the item, select **Edit**. From the Prior Award Payments Worksheet dialog, make changes as needed and select **Accept**.

3. To delete the item, select **Delete**. From the Delete Record dialog, select **Yes** to confirm deletion, then select **Accept**.
4. When finished, select **Done**.

Purging Prior Payments

You can use the Purge button to purge all prior payment information entered since the last authorized award event.

1. From the Prior Payments page, choose an item from the Prior Awards Payments to be Considered list.
2. Select **Purge**.
3. From the Purge Records dialog, select **Yes.**
4. When finished, select **Done**.

Reverting Prior Payment Changes

You can use the Revert button to revert all information in the Prior Awards Payments to be Considered list to the previously saved values from before you accessed the Prior Payments page.

1. From the Prior Payments page, choose an item from the Prior Awards Payments to be Considered list.
2. Select **Revert**.
3. From the Revert Records dialog, select **Yes**.
4. When finished, select **Done**.

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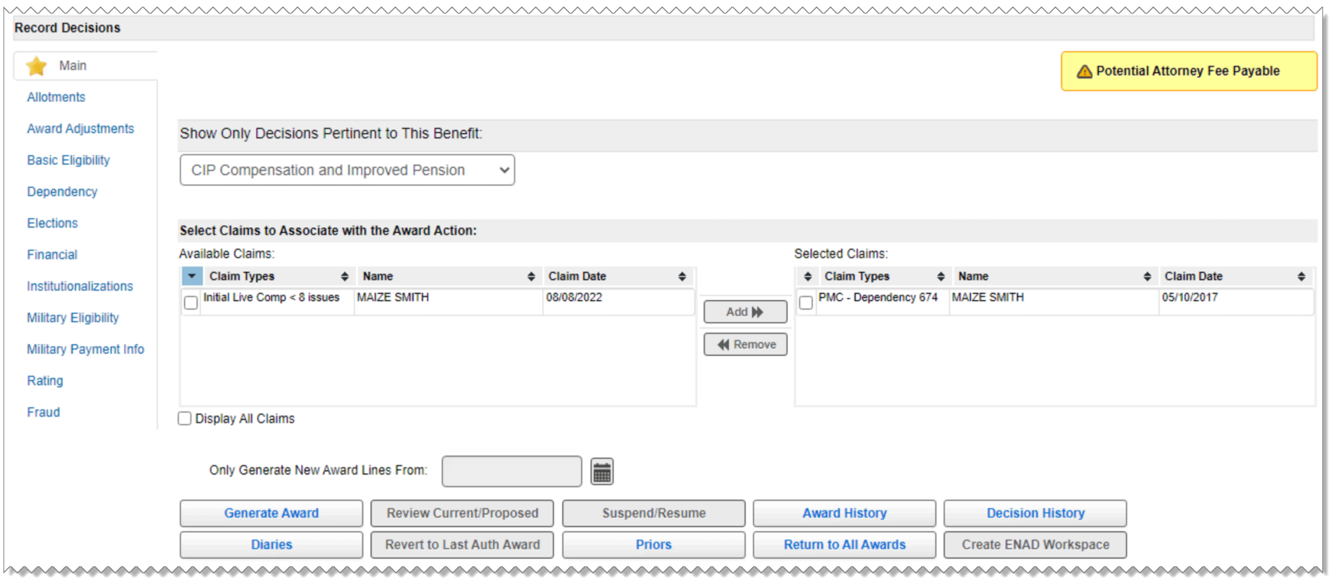
Generate Award

Chapter Contents

Generating an Award

The Generate Award process uses the rating and award decisions entered into the system to create entitlement by date. When an original award is generated, retroactive payment may be in order based on the date of claim. When a supplemental award is generated, a reconciliation process compares the past entitlement and new entitlement and provides a net effect for the operator to review along with the new award lines. In addition to award lines, individual award beneficiary entitlement is provided. This is important when more than one beneficiary has entitlement. When there is more than one beneficiary, a net effect of the new award is provided for each beneficiary of the award.

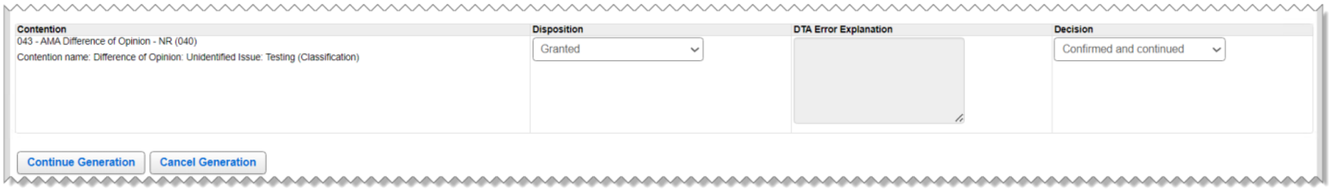
Awards are generated from the Record Decisions page. For information on entering decision information and entering prior payment information, see Record Decisions Page and Prior Payments.



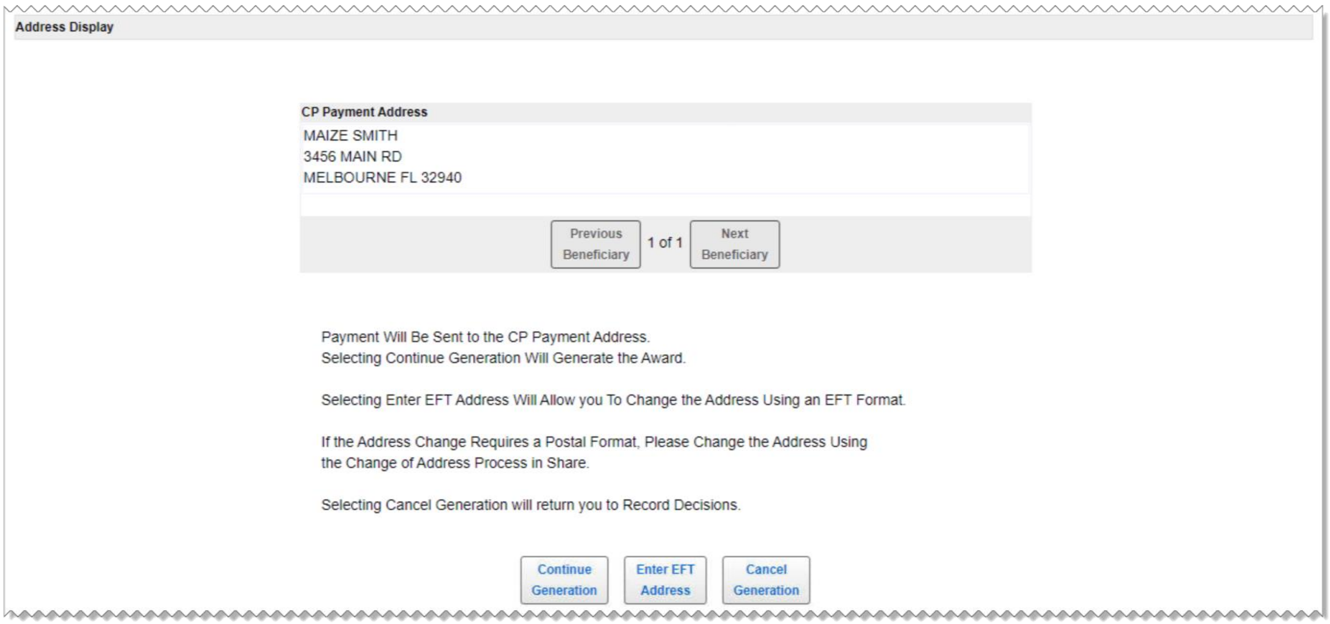
Select the **Generate Award** button to begin the process. One of a minimal set of decisions must be in place before generation may proceed. For a compensation award, a Rating Decision, Military Eligibility Decision or a Basic Eligibility Decision must exist. If the criteria is met, the generation process proceeds. Otherwise, an error message is shown.

If the Military Retired Pay Batch Processing is running, a warning message is shown and the Generate Award button is disabled for At Issue awards with a Military Retired Pay Adjustment decision.

For an award associated to an Appeals Modernization Act (AMA) claim or Higher Level Review (HLR) claim in the 030, 040, or 930 EP code series with a status of *Continued at Authorization*, you must choose a disposition and decision for the contention associated to the claim, and select **Continue Generation**.



As the process proceeds, the current payment address is shown. Verify that the Payment Address is correct.



Alternately, if the date in the Only Generate New Award Lines From field does not match an award line in the new proposed award, the system enters into a Control Date Error State. For more information, see Generate Award with Control Date Processing.

If there are multiple beneficiaries, you can select the Previous Beneficiary or Next Beneficiary buttons to change to another beneficiary, if available.

You can enter an Electronic Funds Transfer (EFT) address for a money transfer to the beneficiary's bank account, if available. For more information, see Entering an EFT Address.

For Clothing Allowance award types, you can change the EFT or USPS mailing address. For more information, see Entering a Mailing Address. For all other award types, or if the payment address is a foreign or Military address, or if the beneficiary has a Fiduciary, the address can only be entered or changed through Share or VBMS Core.

Once all the address information is correct, select Continue Generation to open the Current/Proposed Award page. For more information, see Current and Proposed Award Page.

Entering an EFT Address

The Create Electronic Funds Transfer Address page allows you to enter an accurate EFT address for a money transfer.

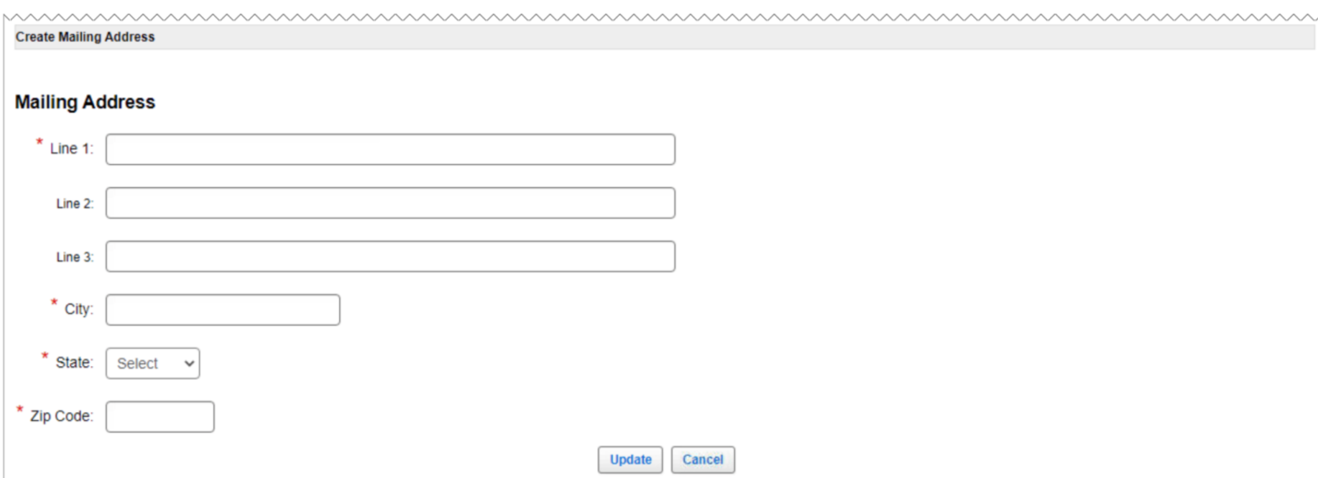
1. From the Address Display page, select **Enter EFT Address**.
2. From the Create Electronic Funds Transfer Address page, enter the Routing number.

3. Select **Search** and verify that the entered value shows a valid financial institution in the Name box.
4. Select **Checking** or **Savings** for the account type.
5. Enter the Account number.
6. Select **Update**. The previous processing page opens.

Entering a Mailing Address

The Mailing Address page allows you to enter the address information with a postal address only when generating an award for a Clothing Allowance. A mailing address may be entered if there are no mailing addresses listed or there are no other existing awards or claims.

1. From the Address Display page, select **Enter Mailing Address**.
2. From the Create Mailing Address page, enter the address information in the Line 1, City, State and Zip Code
   fields.



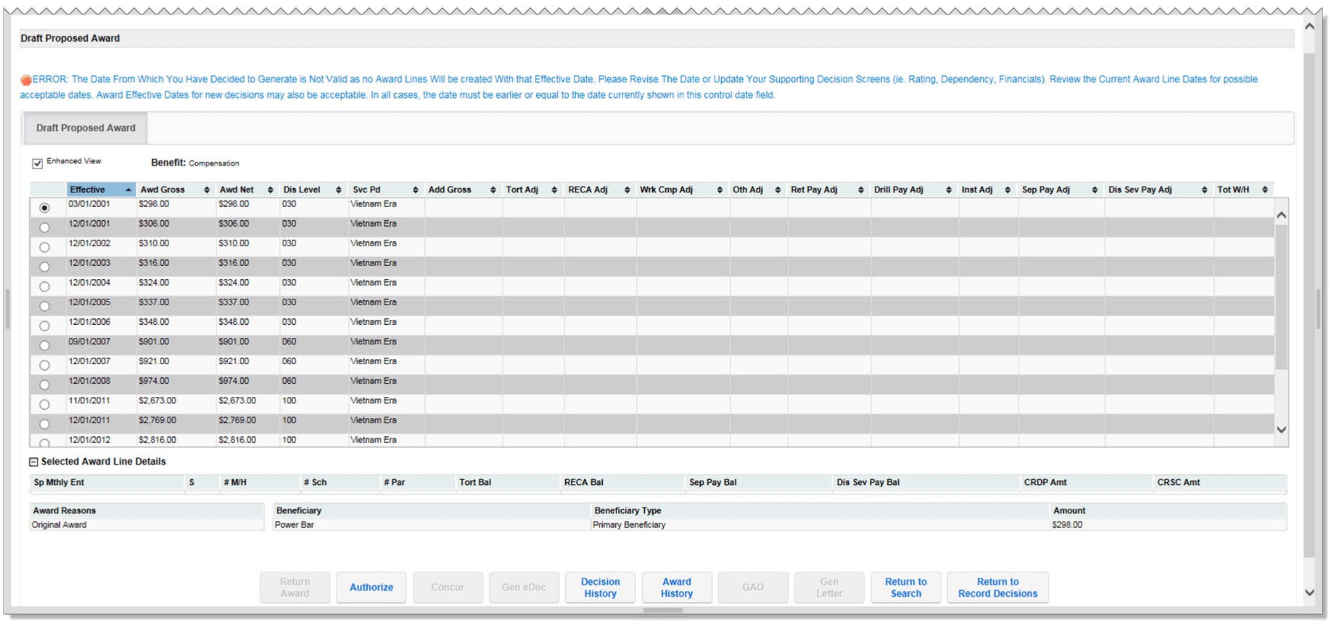
3. Select **Update.** The previous processing page opens.

Generate Award with Control Date Processing

When the date entered in the Only Generate New Award Lines From field on the Record Decisions page does not match an award line in the new proposed award, the system enters into a Control Date Error State. The following message is shown:

The date from which you have decided to generate is not valid as no award lines will be created with that Effective Date. Please revise the date or update your supporting Decision screens (i.e. Rating, Dependency, Financials). Review the current Award line dates for possible acceptable dates. Award Effective Dates for new decisions may also be acceptable. In all cases, the date must be earlier or equal to the date currently shown in the control date field.

From the error message, you can select OK, or you can select View Draft Proposed Award to open the Draft Proposed Award page.



This page shows the award lines generated as if no date were entered in the Only Generate New Award Lines From field, to provide insight into the dates eligible for entry into this date field. From the Draft Proposed Award page, you can authorize or concur the award.

If you navigate from the Draft Proposed Award page to the Record Decisions page, it is shown in a Control Date Error State. This page is identical to the main Record Decisions page, except that it includes a View Draft Proposed Award button.

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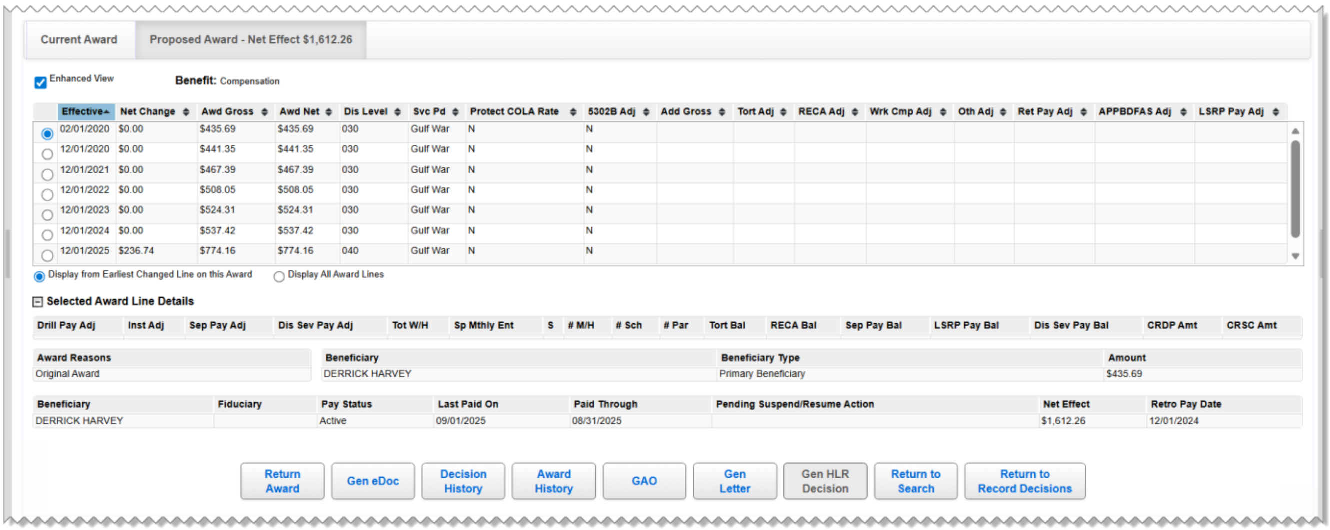
Current and Proposed Award

Chapter Contents

Current and Proposed Award Page

From the Current and Proposed Award page, you can view tabs for the current authorized award and the new proposed award or disallowance. You can access this page by selecting Review Current/Proposed from the Record Decisions page. This page also opens during the award generation process when you select Continue Generation. The Proposed tab opens at first if a proposed award or disallowance exists, but you can view current award information by selecting the Current tab, if needed.



From the Proposed tab, you can perform the following actions:

Return the generated award so that it can be reworked.

Authorize or Concur the award. For more information, see Authorize Award and Concur Award.

View a draft award datasheet document (eDocument). For more information, see Generate eDocument.

Generate award line overrides. For more information, see Generate Award Override (GAO).

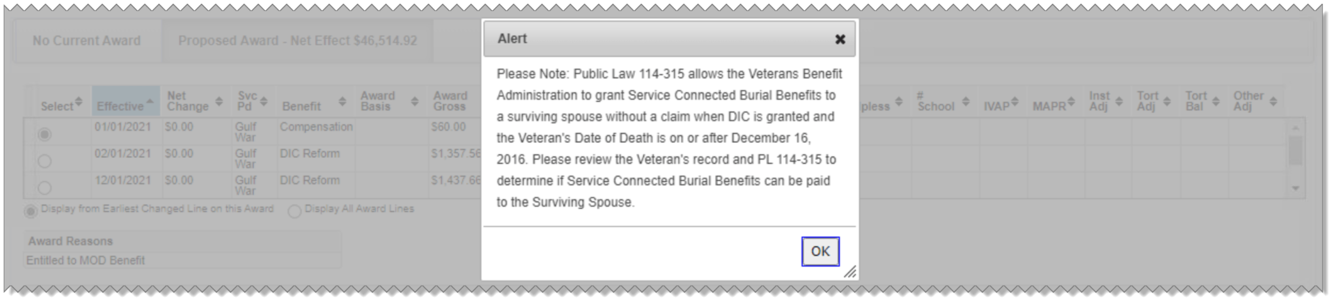
Customize the contents of the decision letter. For more information, see Award Letter Interview.

From either tab, you can view award history and decision history. For more information, see Award and Decision History. You can also return to the Search tab or return to the Record Decisions page.

If the award has any associated claims, they will be shown in the Update Associated Claims section. You may need to change the selections for New Benefit Claim Type, Status, or Suspense Date before authorizing or concurring the proposed award.

When a proposed award is pending authorization, if a deferral is finalized on an associated claim, the award is automatically returned.

If the award is a Service Connected (SC) Burial benefit for a surviving spouse, Dependency and Indemnity Compensation (DIC) has been awarded, and the Veteran's date of death is on or after December 16, 2016, an alert is shown indicating the user should review the award for eligibility.



This page also shows flash alerts for claims that may contain financial offsets. For more information, see [Attorney Fee and Military Pay Flashes].

View Options

To change the viewing content of the page, select or clear the Enhanced View check box.

Display from Earliest Changed Line on this Award is selected at first, showing award lines from the earliest line changed between the current and proposed award. You can also select Display All Award Lines to show all lines.

The first award line shown in the list is selected at first, and the details of that line are shown in the Selected Award Line Details section. You can select a different award line, and you can show or hide the details of the selected line by selecting the plus [+] or minus [-] sign next to the section header.

Deferral Status Information

If communication with VBMS Core is unavailable at the time, so that deferral status cannot be retrieved for the claims being viewed, a message is shown stating INFO: Deferral status on one or more of the claims for this award are unavailable at this time. Please manually obtain status from VBMS Core so that the proper claim status can be manually set for the claims. Remember a claim with a deferral status of "Draft" or "Pending" should be set to "Continued at Authorize". You may also try authorizing later when the deferral status is again available.

If any draft or pending deferrals are associated with one of the claims being viewed, a message is shown stating INFO: Claim status selections have been automatically updated to "Continued at Authorization" because one or more of the associated claims contains at least one pending or draft Deferral in VBMS Core. Please review and make changes if necessary.

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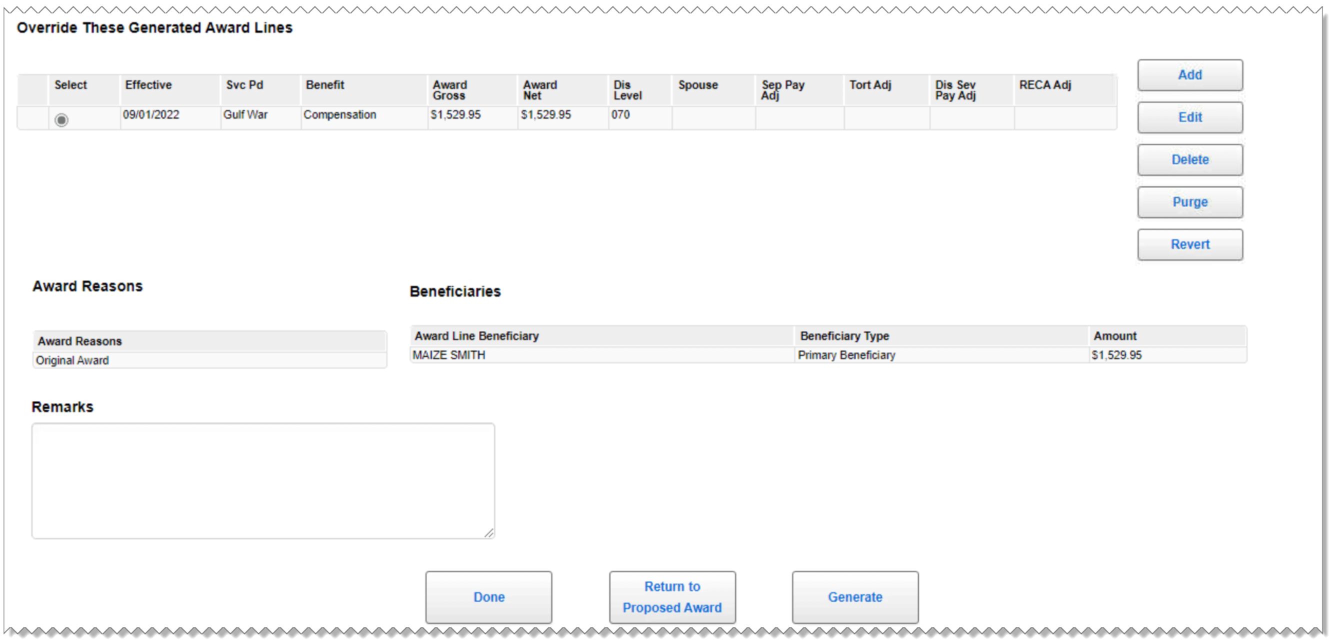
Generate Award Override

CHAPTER CONTENTS

Generate Award Override (GAO)

From the Generate Award Override page, you can bypass system edits and correct a proposed generated award. You can access this page by selecting GAO from the Current and Proposed Awards page.

If after you generate and review the award, you notice that the proposed award is not correct (i.e., missing award lines, inaccurate amounts), you can copy the generated award lines to begin the required changes or start with an empty set of award lines. You can add, edit, or delete award lines from this page. Note that any award with award line overrides will require a third signature (concurrence).

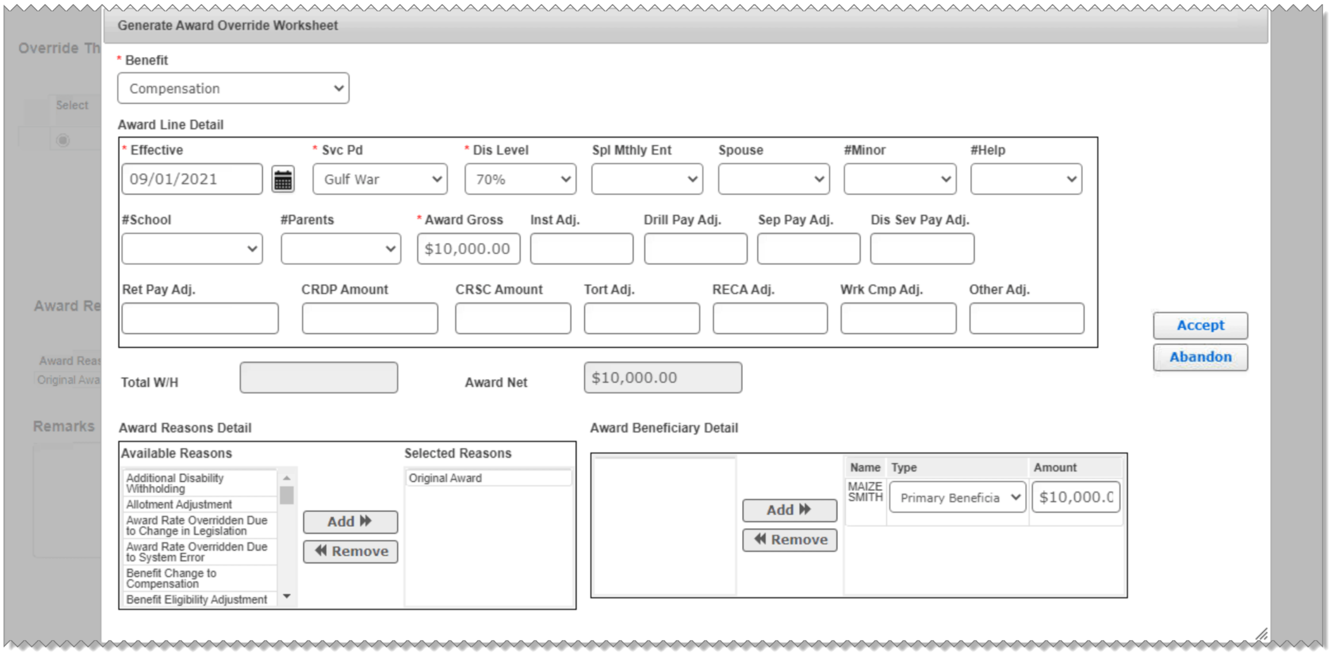


After adding, editing, or deleting award lines, you can select Generate to regenerate the GAO line items.

Adding Award Lines

1. From the Generate Award Override page, select **Add**.

2. From the Generate Award Override Worksheet dialog, select **Benefit** and choose a benefit type, if needed.



3. For **Effective Date**, enter the effective date of the award line.
4. Select **Svc Period** and choose a period of service. The period dates assume that an individual is considered to be on active duty until midnight of the day of discharge or release.
5. Select **Dis Level** and choose the disability percentage from the rating associated with the award line.
6. For **Award Gross**, enter the award gross amount for the award line.
7. To add a reason in the Award Reasons Detail section, choose an option from Available Reasons and select **Add**.
8. To add a beneficiary in the Award Beneficiary Detail section, choose a beneficiary and select **Add**.
9. Select **Accept**.
10. From the Generate Award Override page, select **Done**.

Editing and Deleting Award Lines

1. From the Generate Award Override page, choose an item from the Override These Generated Award Lines list.
2. To edit the item, select **Edit**. Make changes from the Generate Award Override Worksheet page as needed and select **Accept**.
3. To delete the item, select **Delete**. From the Delete Record dialog, select **Yes** to confirm deletion, then select **Accept**.
4. When finished, select **Done**.

Purging GAO Worksheets

You can use the Purge button to purge all generated award override information entered since the last authorized award event.

1. From the Generate Award Override page, choose an item from the Override These Generated Award Lines list.
2. Select **Purge**.
3. From the Purge Records dialog, select **Yes**.
4. When finished, select **Done**.

Reverting GAO Worksheet Changes

You can use the Revert button to revert all information in the Generate Award Override page to the previously saved values from before you accessed the Generate Award Override page.

1. From the Generate Award Override page, choose an item from the Override These Generated Award Lines list.
2. Select **Revert**.
3. From the Revert Records dialog, select **Yes**.
4. When finished, select **Done**.

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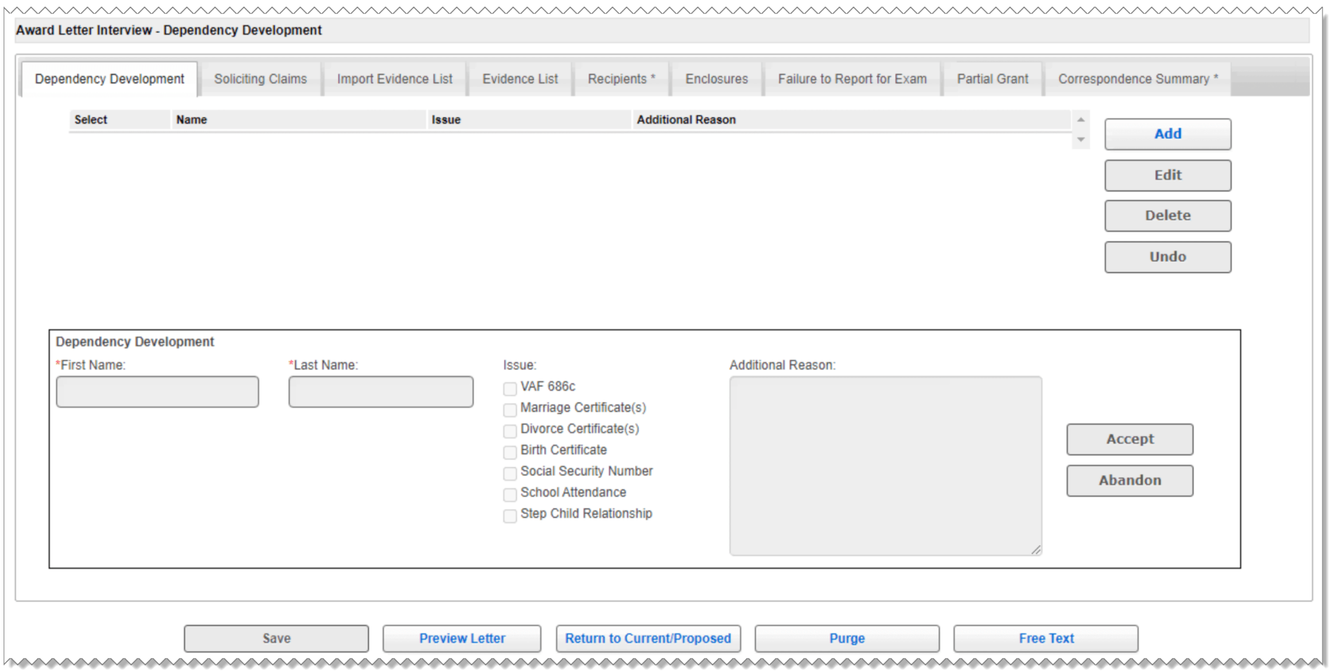
Award Letter Interview

Chapter Contents

Award Letter Interview

From the Award Letter Interview page, you can use several tabs to manage the information added to the award notification letter. You can access this page by selecting Gen Letter from the Current and Proposed Award page.



When you enter information on any tab, the tab name will show an asterisk (*). If free text has been entered in any section of the Free Text page, the Free Text button will show an asterisk (*). You can undo your current changes on a specific tab by selecting Undo. The tab information is restored to the last saved values.

From any tab, you can use the following buttons:

- **Save**: saves the information you entered on all tabs
- **Preview Letter**: opens a PDF preview of the letter in a new browser tab
- **Return to Current/Proposed**: returns to the Current and Proposed Award page without saving your changes
- **Purge**: discards the information you entered on all tabs
- **Free Text**: opens a page where you can enter free text in the Introduction, Dependency, and Your Benefits Information sections of the letter

Editing and Deleting Items

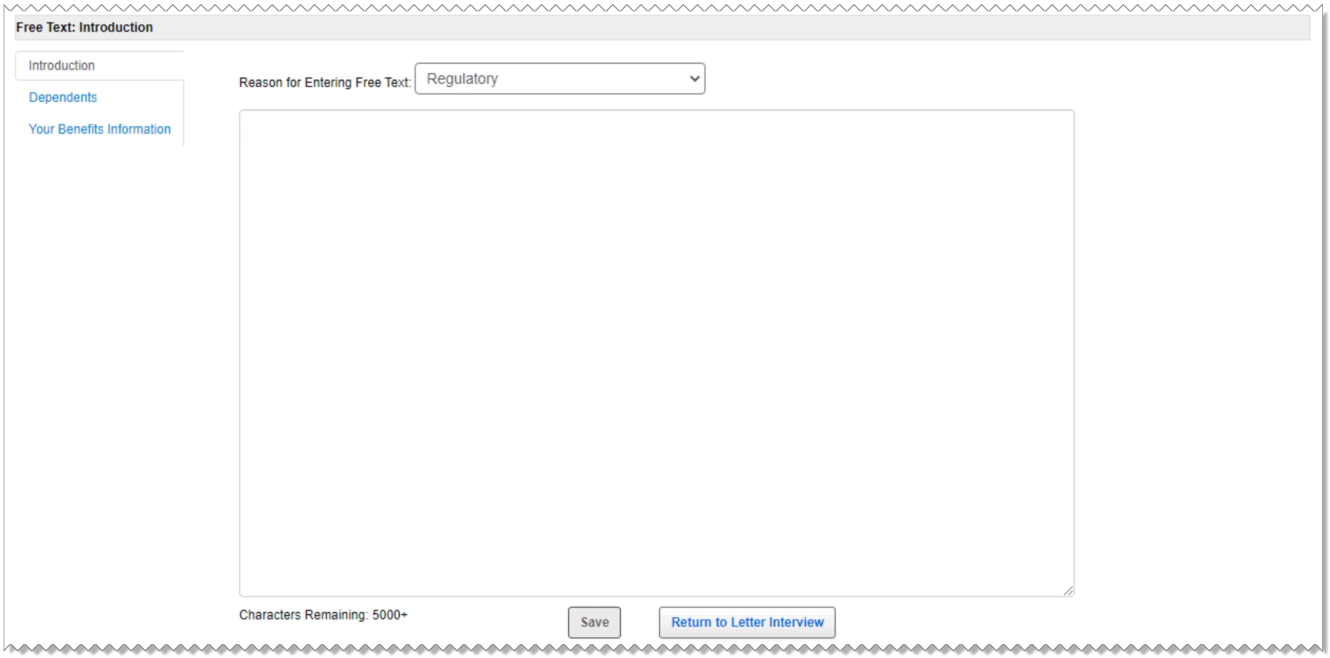
1. From any tab with a main list, choose an item from the list.
2. To edit the item, select **Edit**. Make changes as needed and select **Accept**.
3. To delete the item, select **Delete**. From the Delete Record dialog, select **Yes** to confirm deletion, then select **Accept**.

4. When finished, select **Done**.

Entering Letter Free Text

For most letter types, the Free Text page includes the Introduction, Dependents, and Your Benefits Information tabs. For ADL proposal letters created in the ENAD workspace, the Introduction, What We Propose, and Payment tabs are available instead.

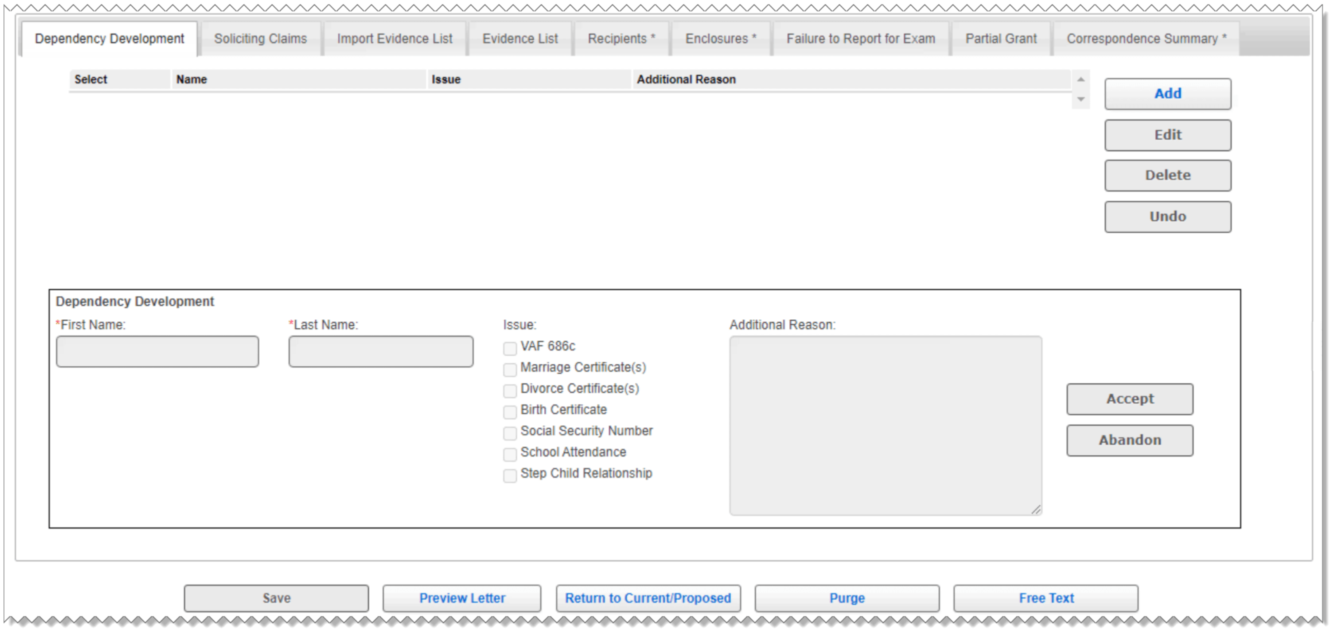
1. From the Award Letter Interview page, select **Free Text**.



2. The Free Text page opens, with the Introduction tab shown at first. You can also select Dependents or Your Benefits Information to enter free text in one of those sections of the letter.
3. Select **Reason for Entering Free Text** and choose a reason.
4. In the main box, enter free text.
5. Select **Save**.

Dependency Development

From the Dependency Development tab, you can add dependency development items to the award letter. These items are shown in an Evidence We Need From You to Complete Your Claim for Dependents section of the letter. Each issue selected generates a bullet beneath the dependent's name to specify the evidence requested.



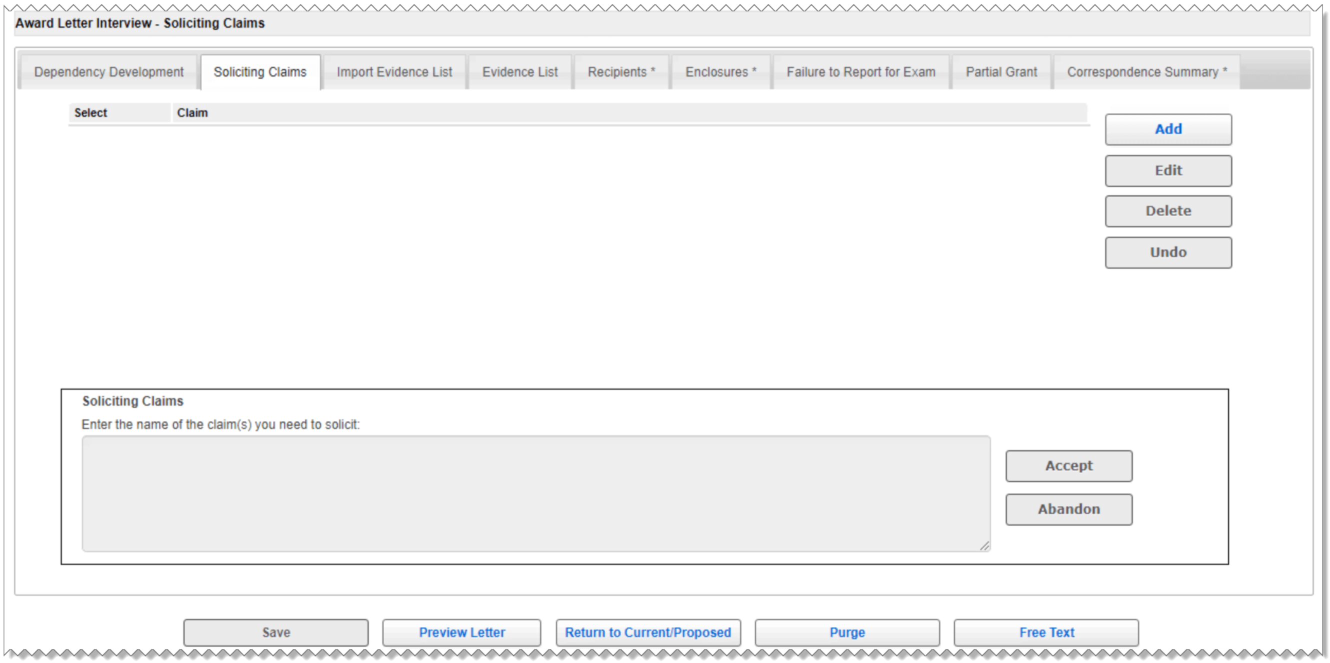
Adding Dependency Development Items

You must make at least one selection in the Issue field or enter Additional Reason text.

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Dependency Development tab.
3. Select **Add**.
4. For **First Name** and **Last Name**, enter the name of the participant.
5. In the **Issue** section, select each check box that applies to the dependency development.
6. For **Additional Reason**, enter any additional information needed for the dependency development.
7. Select **Accept**.
8. When finished, select **Save**.

Soliciting Claims

From the Soliciting Claims tab, you can list any claims being used as evidence.

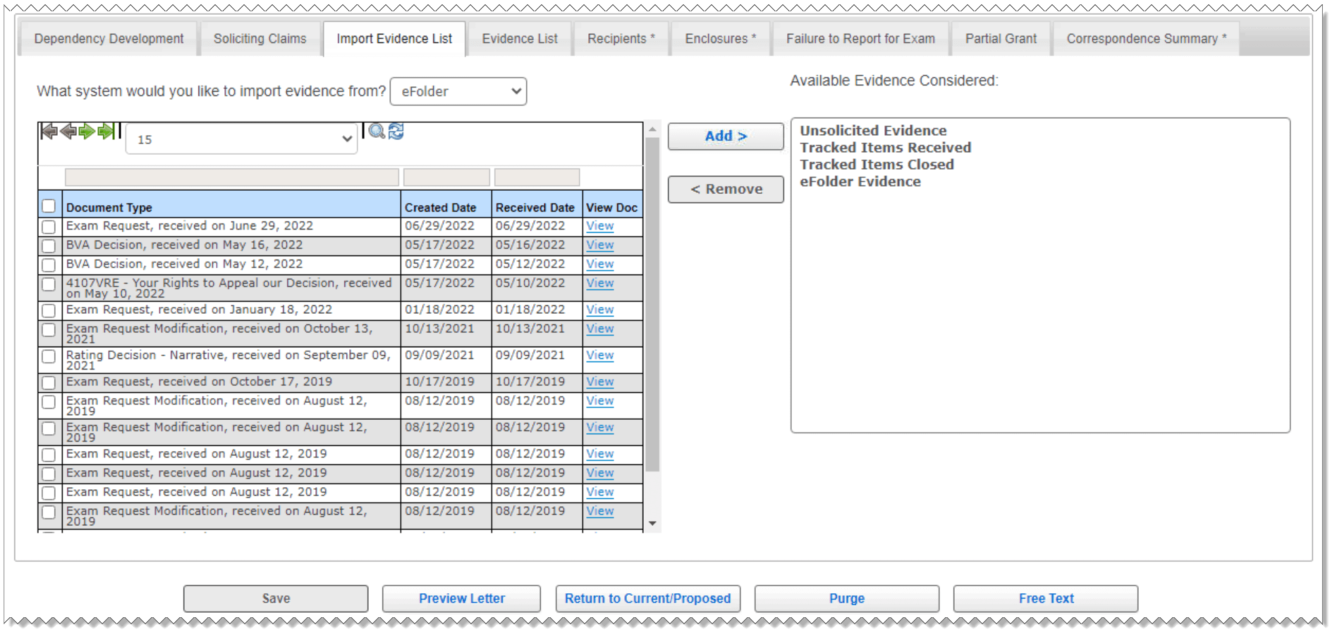


Adding Soliciting Claims Items

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Soliciting Claims tab.
3. Select **Add**.
4. Enter the name of the claims you need to solicit in the **Soliciting Claims** box.
5. Select **Accept**.
6. When finished, select **Save**.

Import Evidence List

From the Import Evidence List tab, you can import evidence from the eFolder or Tracked Items in VBMS Core. This documentation was either supplied by the Veteran or collected by the VBA and entered into the external systems.



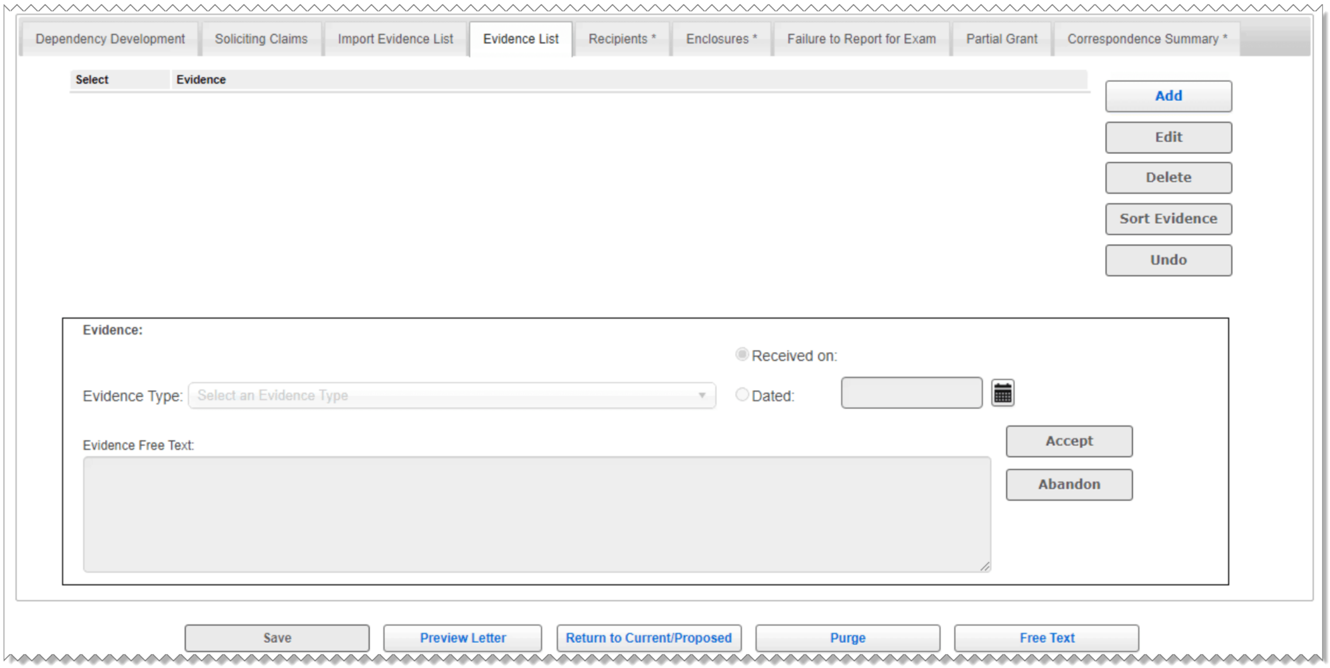
Once you have added evidence to the Available Evidence list on this tab and selected Save, the evidence will be available on the Evidence List tab.

Adding Import Evidence List Items

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Import Evidence List tab.
3. Select the system you would like to import evidence from.
4. If you select Tracked Items, select the check box next to each item you want to import from the Unsolicited Evidence, Tracked Items Received, and Tracked Items Closed sections.
5. If you select eFolder, select the check box next to each item you want to import from the eFolder. You can select the View link in the View Doc column to open the document in a new browser tab, if needed.
6. Select **Add**. The items you selected are added to the Available Evidence Considered list, under the appropriate headings.
7. When finished, select **Save**.

Evidence List

From the Evidence List tab, you can add evidence items with dates and associated free text, as well as sort the list order to control how evidence will be shown in the notification letter and control which recipients receive what documentation when the letter is sent. The list includes items manually added from this tab as well as items imported from the Import Evidence List tab.



To edit an evidence item, choose the item and select Edit. Make changes as needed and select Accept.

To delete an evidence item, choose the item and select Delete. Then select Accept, and select Yes from the Delete dialog to confirm.

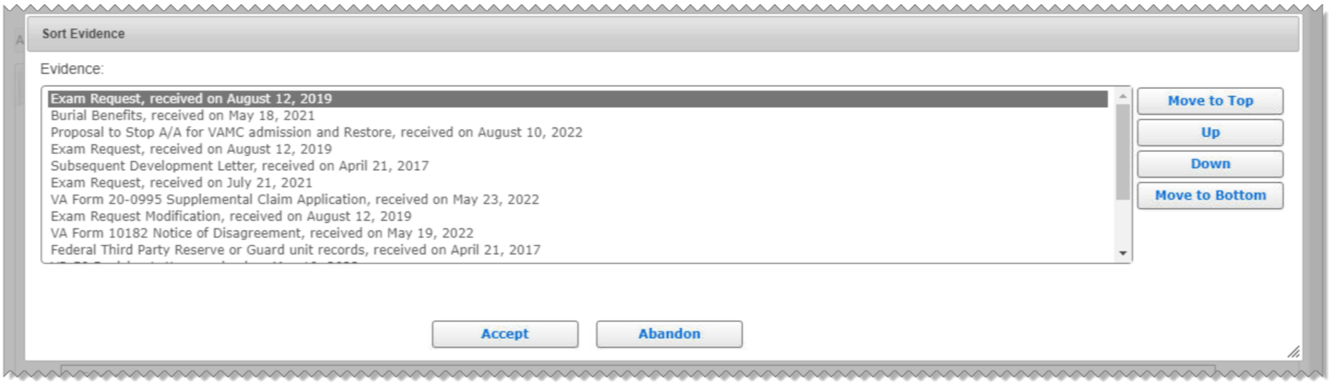
Adding Evidence List Items

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Evidence List tab.
3. Select **Add**.
4. Select **Evidence Type** and choose the type of evidence.
5. Select **Received on** or **Dated** and enter the corresponding date. The evidence type and date are added to the Evidence Free Text section.
6. Edit the evidence free text as needed and select **Accept**.
7. When finished, select **Save**.

Sorting the Evidence List

The sort order of the evidence list reflects the order that evidence items will be shown in award notification letter.

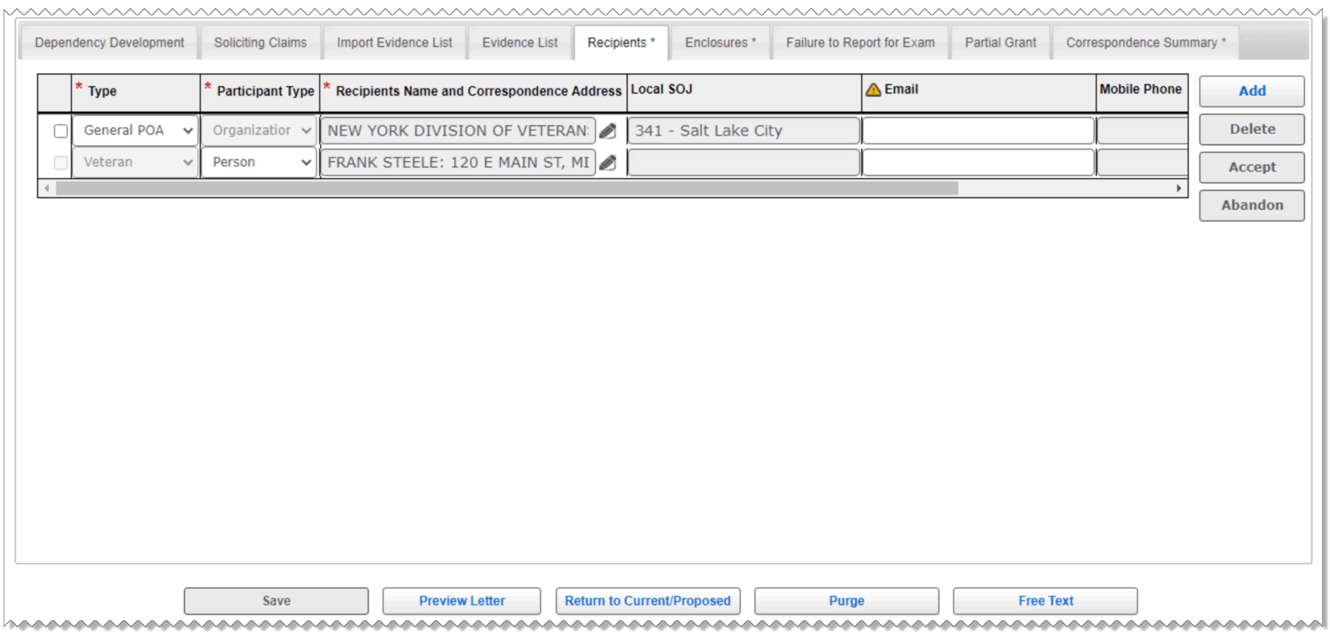
1. From the Evidence List tab, select **Sort Evidence**.



2. From the Sort Evidence dialog, choose an item to move.
3. Select **Move to Top**, **Up**, **Down**, or **Move to Bottom** to move the item.
4. When you have finished reordering the list, select **Accept**.

Recipients

From the Recipients tab, you can select Veteran, POA, and CC recipients for the award notification letter. The claimant and the claimant's POA are filled in automatically.



The Delivery Method column will show one of the following options:

- Print Local: the correspondence package will be sent to a local printer.
- Print Central: the correspondence package will be sent to the CBCM facility for distribution.

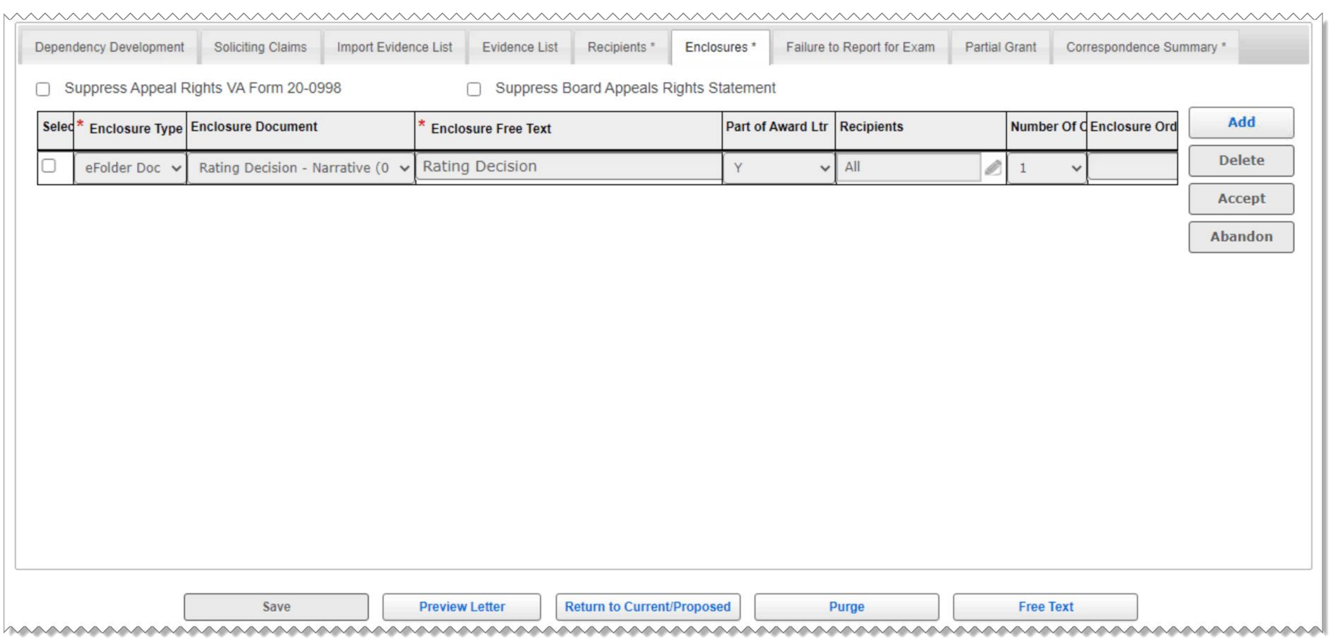
Adding Recipients

If you change a recipient's Type, the name and address information is cleared and must be re-entered.

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Recipients tab.
3. Select **Add**.
4. Select **Type** and choose the type of recipient.
5. If you choose CC Recipient, select **Participant** and choose the type of participant.
6. Select the edit icon next to the Recipients Name and Correspondence Address column.
7. From the Edit Recipients Name and Correspondence Address dialog, enter the Organization Name or the recipient's First Name and Last Name. For some POA organizations, the address is not required.
8. Enter the address for the recipient, if required.
9. For **Remarks**, enter any additional information about the recipient or organization.
10. Select **OK**.
11. For **Email**, enter the recipient's email address, if applicable.
12. For **Mobile Phone**, enter the recipient's mobile phone number, if applicable.
13. Select **Delivery Method** and choose the method of delivery.
14. Select **Accept**.
15. When finished, select **Save**.

Enclosures

From the Enclosures tab, you can select standard enclosures, custom enclosures, and eFolder documents to attach to the award notification letter. For all enclosure types, you can select the number of copies to include.



The following options may vary based on your selections:

- **Standard Form**: select an Enclosure Document
- **Custom Form**: enter Enclosure Free Text
- **eFolder Document**: select an Enclosure Document, edit Enclosure Free Text; select Y or N for Part of Award Ltr; if N is selected, you can select Recipients.

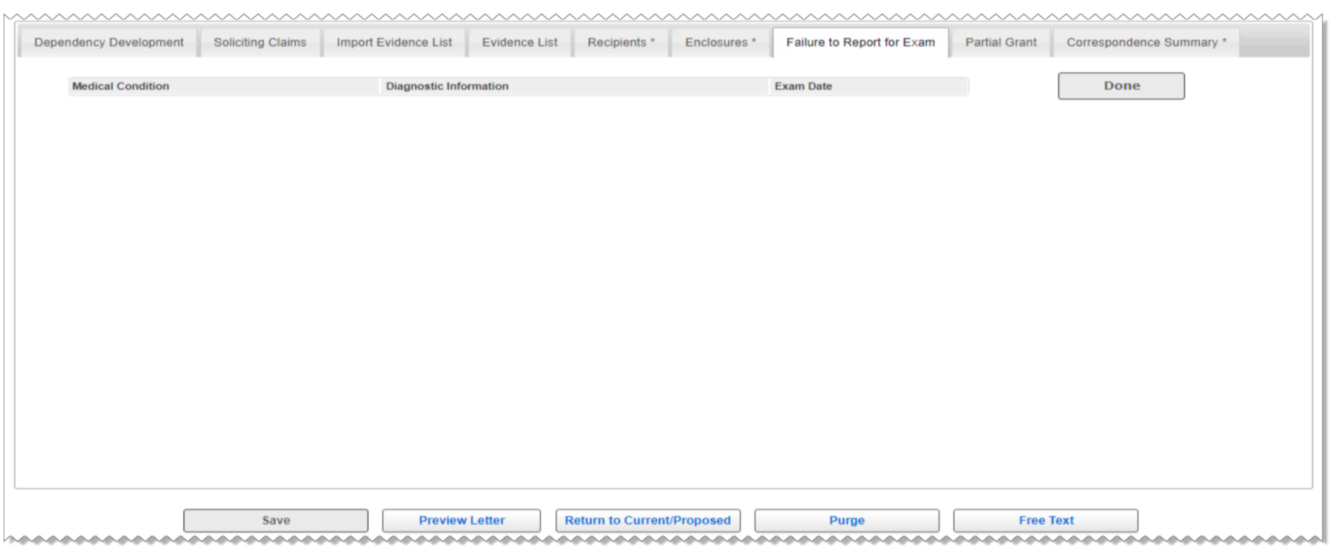
You can also select the Suppress Appeal Rights VA Form 20-0998 check box to prevent the form enclosure only, or select the Suppress Board Appeals Rights Statement check box to prevent adding the board appeals rights statement and prevent the form enclosure. If you select the check box to suppress the statement, this will also select the check box to suppress the form.

Adding Enclosures

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Enclosures tab.
3. Select **Add**.
4. Select **Enclosure Type** and choose Custom Form, Standard Form, or eFolder Document.
5. Select **Enclosure Document** and choose a document, if applicable.
6. For **Enclosure Free Text**, enter or edit text, if applicable.
7. Select **Part of Award Ltr** and choose Y or N, if applicable.
8. If you choose N, you can select the edit icon to open the Select Recipients dialog. Then choose recipients and select **OK**.
9. Select **Number of Copies** and choose the number of copies to include.
10. Select **Accept**.
11. When finished, select **Save**.

Failure to Report for Exam

From the Failure to Report for Exam tab, you can indicate if the Veteran has missed a scheduled exam at any time.

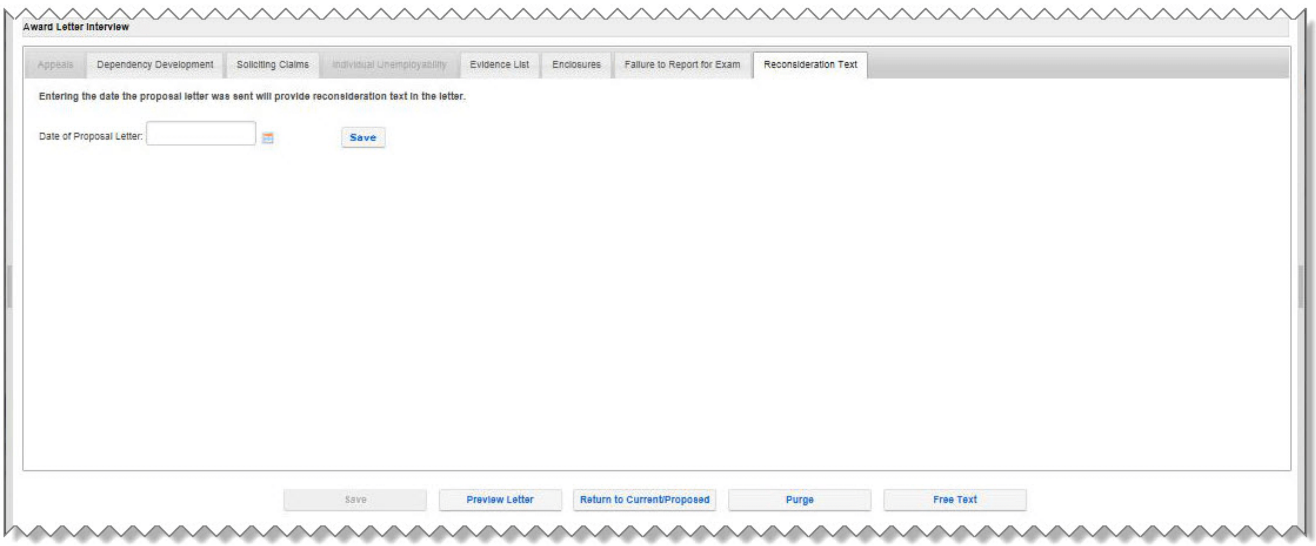


Adding/Editing Exam Date for Failure to Report for Exam

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Failure to Report for Exam tab.
3. If the letter addresses one or more reductions based on failure to report for exam(s), the medical condition and diagnostic information are shown for each exam missed. Enter or edit an Exam Date for each exam missed.
4. Select **Done**.
5. When finished, select **Save**.

Reconsideration Text

From the Reconsideration Text tab, you can enter the date a proposal letter was sent, in order to add reconsideration text to the award notification letter.

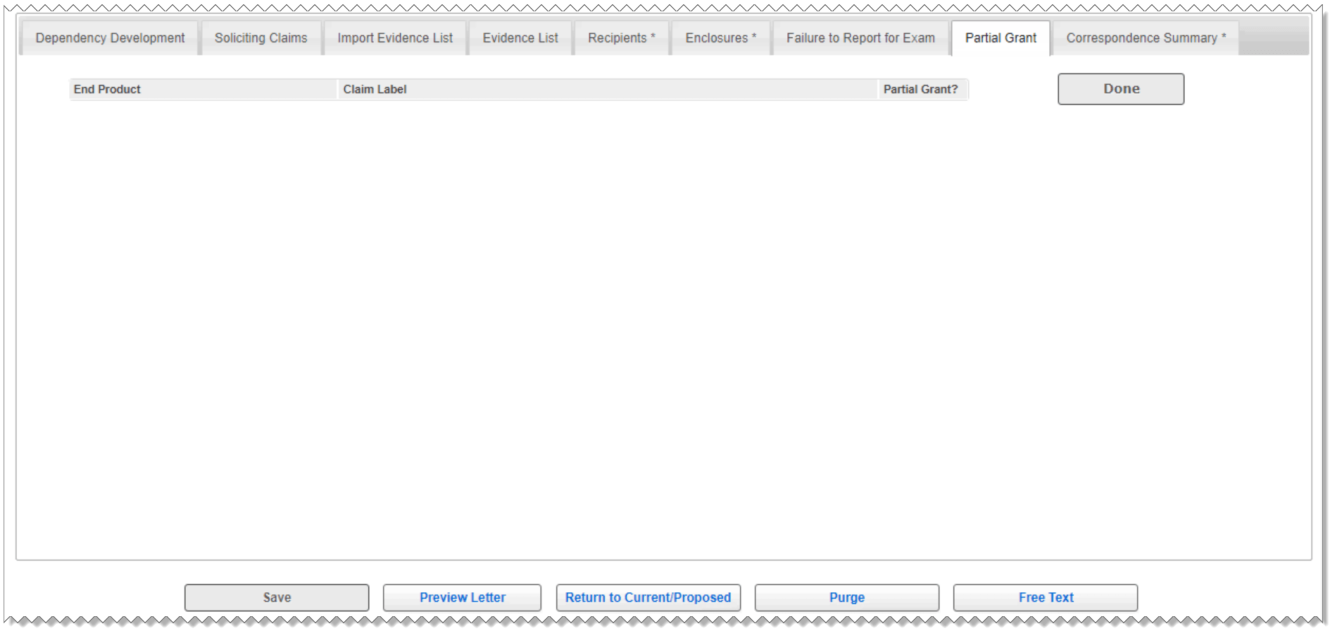


Adding Reconsideration Text

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Reconsideration Text tab.
3. For **Date of Proposal Letter**, enter the date the proposal letter was sent.
4. Select the **Save** button next to the date field.
5. When finished, select the **Save** button at the bottom of the page.

Partial Grant

From the Partial Grant tab, you can specify partial grants on certain end products to be included in the award notification letter. This will populate the letter to notify the recipient of their options to accept, appeal, or inquire about the award decision.

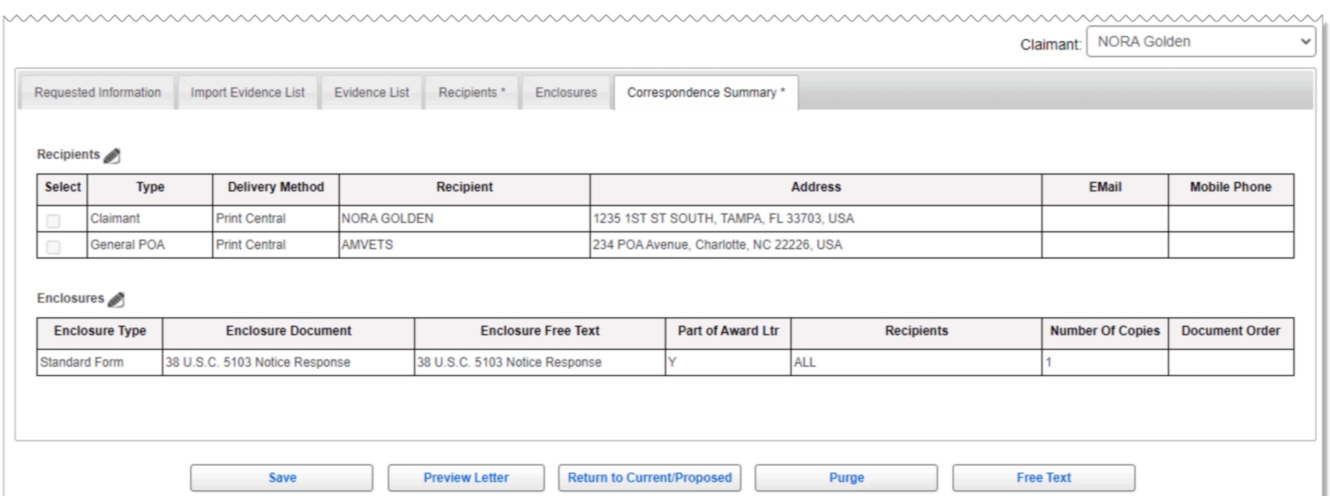


Adding/Editing Partial Grants

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Partial Grant tab.
3. Select the check box for each grant to be included in the letter text.
4. Clear the check box for each grant to be excluded from the letter text.
5. Select **Done**.
6. When finished, select **Save**.

Correspondence Summary

From the Correspondence Summary tab, you can view all recipients and enclosures for the letter package. For award types such as Burial that may have multiple claimants, you can select a claimant from the list to view recipients and enclosures for that claimant.

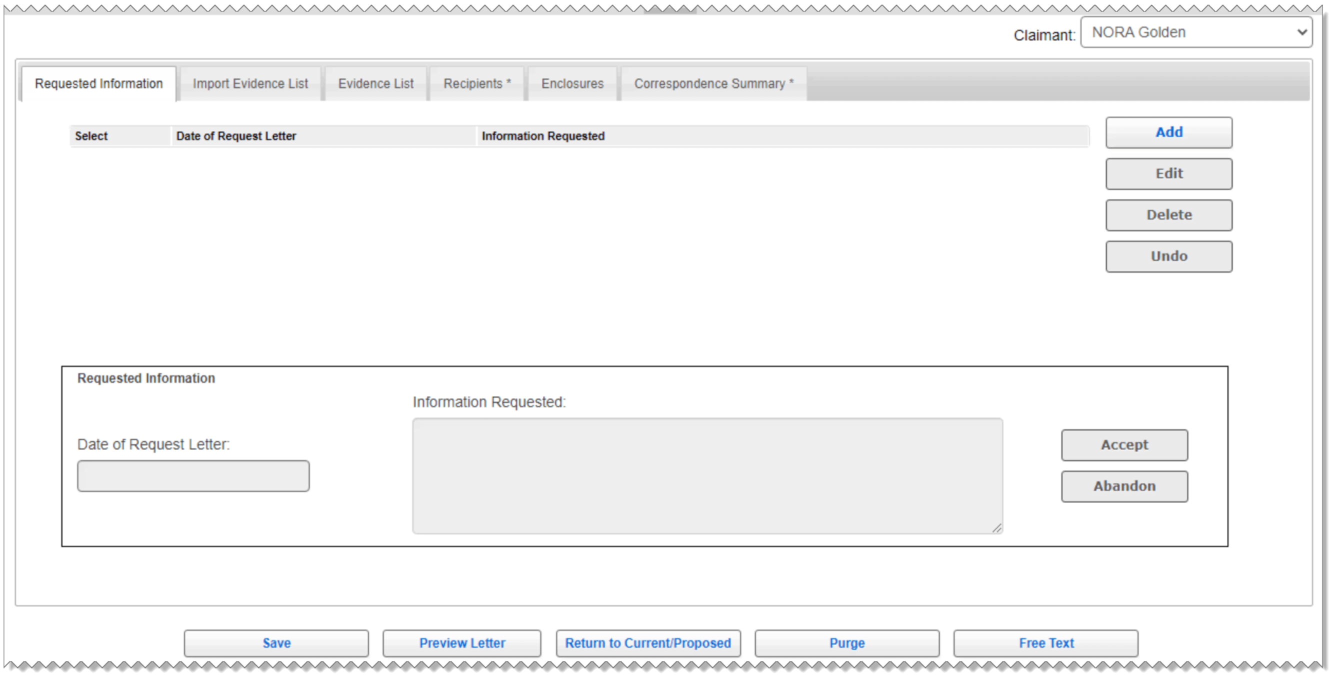


From the Recipients section, you can select the edit icon to open the Recipients tab, where you can edit recipients. For more information, see Recipients.

From the Enclosures section, you can select the edit icon to open the Enclosures tab, where you can edit enclosures. For more information, see Enclosures.

Requested Information

From the Requested Information tab, you can indicate what other Burial information is being requested from each claimant.



Adding Requested Information

1. From the Current and Proposed Award page, select **Gen Letter**.
2. From the Award Letter Interview page, select the Requested Information tab.
3. Select **Claimant** and choose a claimant, if needed.
4. Select **Add**.
5. For **Date of Request Letter**, enter the date of letter creation.
6. For **Information Requested**, enter a description of the requested information.
7. Select **Accept**.
8. If needed, choose another claimant and repeat the steps to add requested information.
9. When finished, select **Save**.

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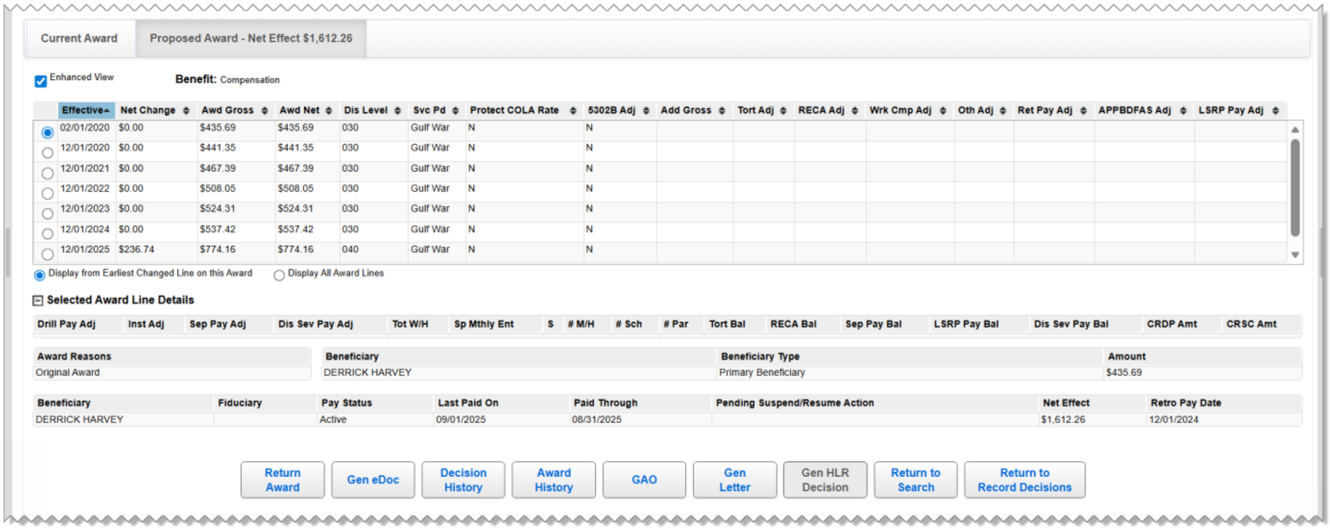
Generate eDocument

Chapter Contents

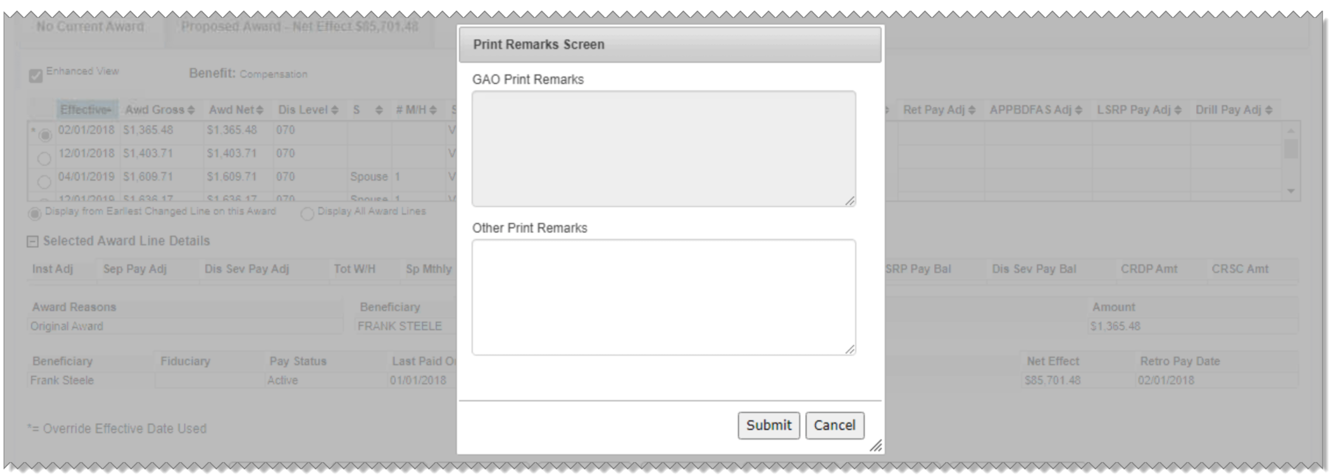
Generate eDocument

From the Current and Proposed Award page, you can view a draft PDF version of the award datasheet document. If there is a delay while generating the PDF, you can select the Awards application tab to return to the application and continue processing.

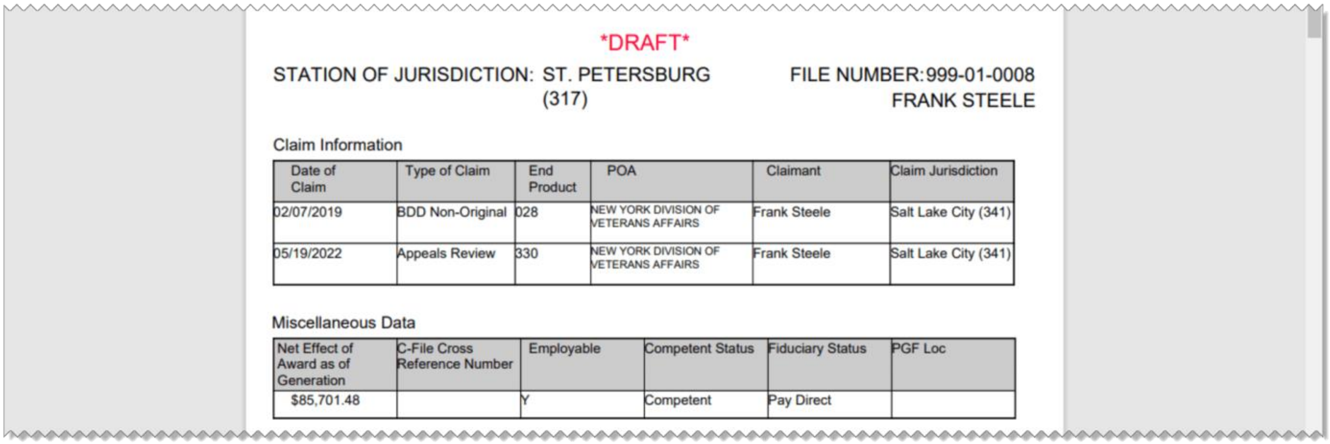
1. From the Current and Proposed Award page, select **Gen eDoc**.



2. From the Print Remarks dialog, enter any remarks needed in the Other Print Remarks box and select **Submit**.



3. The award datasheet will open in a new browser tab.



DRAFT

STATION OF JURISDICTION: ST. PETERSBURG (317)

FILE NUMBER: 999-01-0008
FRANK STEELE

Claim Information

Date of Claim	Type of Claim	End Product	POA	Claimant	Claim Jurisdiction
02/07/2019	BDD Non-Original	028	NEW YORK DIVISION OF VETERANS AFFAIRS	Frank Steele	Salt Lake City (341)
05/19/2022	Appeals Review	330	NEW YORK DIVISION OF VETERANS AFFAIRS	Frank Steele	Salt Lake City (341)

Miscellaneous Data

Net Effect of Award as of Generation	C-File Cross Reference Number	Employable	Competent Status	Fiduciary Status	PGF Loc
$85,701.48		Y	Competent	Pay Direct	

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Authorize Award

Chapter Contents

Authorize Award

From the Current and Proposed Award page, you can select options for updating claims associated with the proposed award, then authorize the award. You must have Authorize permission and in most cases you must not have generated the award or established the claim.

For eligible non-monetary claims, a user with the Self Authorizer role can generate the award and authorize it. Eligible claims will be shown in VBMS work queues with Yes for Self Auth Eligible once the claim status is Rating Decision Complete (RDC).

If the proposed award net amount is greater than $40,000.00 or the award includes overrides, a 3rd signature (concurrence) is required. For more information, see Concur Award.

You cannot authorize a CPD award for a spouse if a running CPD award already exists for a different spouse participant associated with the same Veteran or if a running award exists for the same spouse participant in association with a different Veteran.

When a CPL Apportionment, CPD Apportionment, or CPD Child award is authorized, a beneficiary profile for the minor child is automatically established in VBMS Core if one does not already exist. An EP590 Expedited Initial Appointment Field Exam is also automatically established in VBMS Core if one does not already exist.

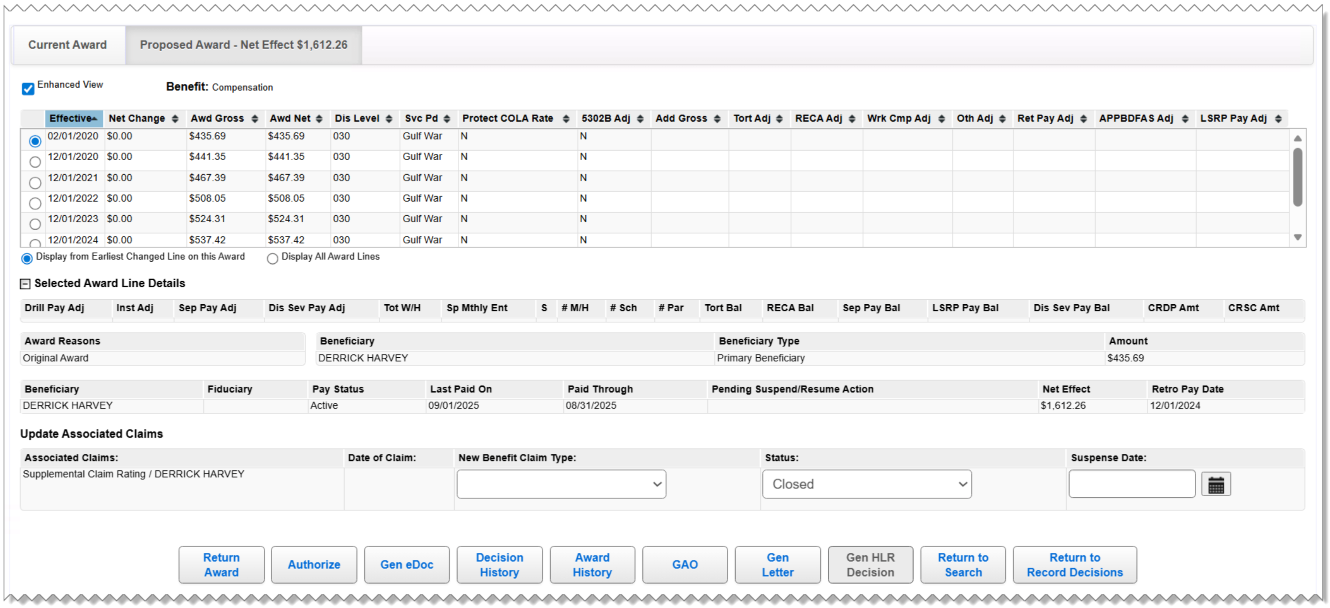
When an award that restores competency to a beneficiary with a previous decision of Incompetent is authorized, an EP290 Fid - Fiduciary Adjustment is automatically established in VBMS Core.

If the Military Retired Pay Batch Processing is running, a warning message is shown and the Authorize button is disabled for At Issue awards with a Military Retired Pay Adjustment decision.

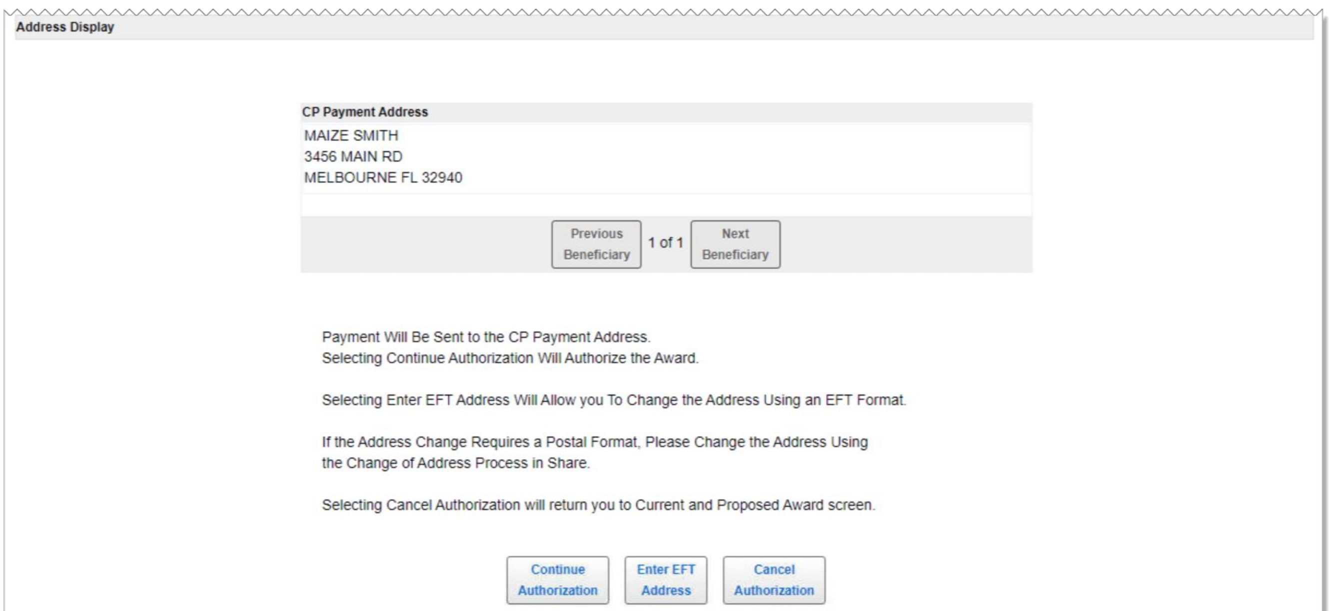
If the award includes a 5302B Debt Adjustment or the award has a negative proposed award net amount, a warning message is shown. A warning message is also shown if the award has been completely severed, or if the effective date for the award has been changed to a later date, due to the correction of a Clear and Unmistakable Error (CUE). Select **OK** to confirm and continue.

For awards with a decision of *Denied-Death of Claimant* or *Denied-Not entitled to MOD*, a message is shown indicating the award cannot be authorized

1. From the Current and Proposed Award page, review the generated award and its net effect.



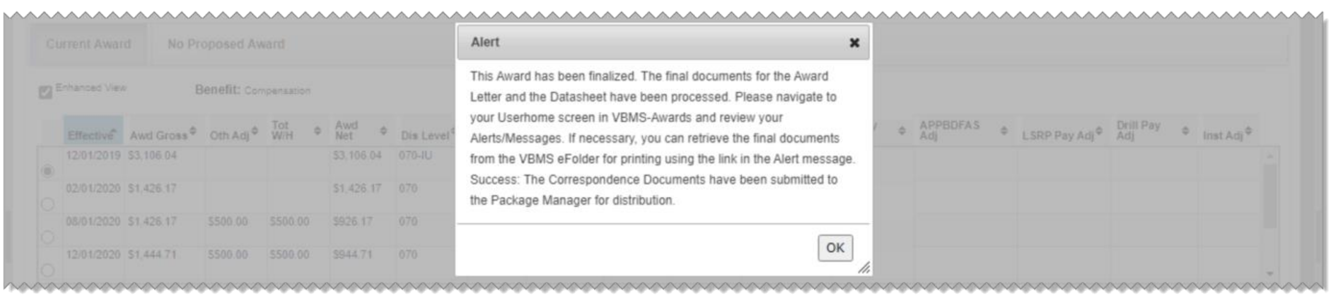
2. If needed, make selections for New Benefit Claim Type, Status, and Suspense Date.
3. Select **Authorize**.
4. Choose an override reason and select **OK.**
5. From the Address Display page, verify the CP Payment Address and select **Continue Authorization.**



6. If a Fee Allocation Notice letter was generated for the award, the Review Letter Dialog is shown.

7. Select **View Letter** to review the letter in a new browser tab. Then select **Accept Letter** to upload the letter to the eFolder. You can also select **Reject Letter** to continue finalizing the authorization process without uploading the letter to the eFolder.
8. From the Review Letter dialog for the award letter, select **View Letter** to review the final letter in a new browser tab.

9. To finalize the authorization process, select **Accept Letter** from the Review Letter dialog.
10. The Current and Proposed Award page opens to the Current Award tab, showing the new award and an alert dialog indicating the final status of the award and that the eDocument and the letter have been processed and uploaded to the eFolder. Select **OK** to close the dialog.



11. If the eFolder is not available at the time and the Letter or eDocument upload fails, a dialog indicates that the upload process has failed and provides further instructions.
12. Once the eDocument and letter have successfully uploaded, an alert is shown on the Alerts tab to indicate this.

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Concur Award

Chapter Contents

Concur Award

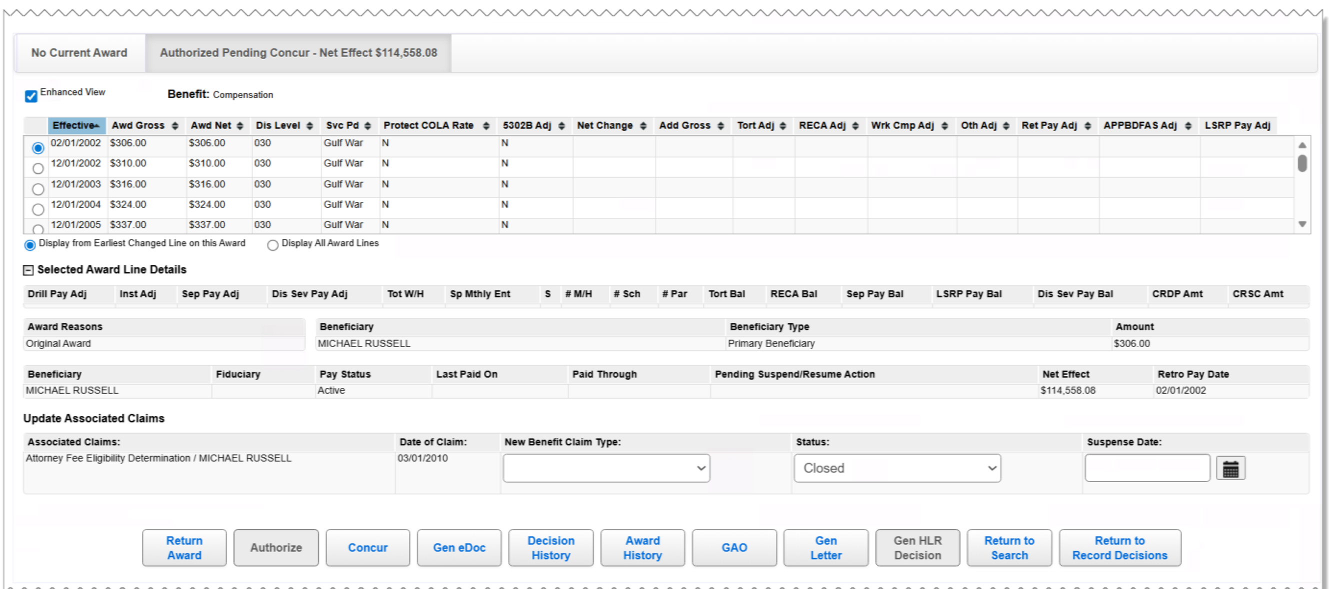
A Concur or 3rd signature is required for awards with a net effect of at least $40,000.00, or awards processed using one of the following override tools:

- GAO where the proposed award is manually adjusted
- Prior Payments where the current award is manually adjusted
- Date overrides to the award effective date in Rating
- Adjustments on the gross rate from the adjustment functions

The Concur process is similar to the Authorize process. You must have Concur permission and must not have generated the award, authorized the award, or established the claim.

If the Military Retired Pay Batch Processing is running, a warning message is shown and the Concur button is disabled for At Issue awards with a Military Retired Pay Adjustment decision.

1. From the Current and Proposed Award page, review the authorized pending concur award and its decisions.



2. If needed, make selections for New Benefit Claim Type, Status, and Suspense Date.
3. Select **Concur**.
4. From the Address Display page, verify the CP Payment Address and select **Continue Concur**.
5. From the Review Letter dialog, select **View Letter** to review the final letter in a new browser tab.
6. To finalize the concur process, select **Accept Letter** from the Review Letter dialog.
7. The Current and Proposed page opens to the Current Award tab, showing the new award and an alert dialog indicating the final status of the award and that the eDocument and the letter have been processed and uploaded to the eFolder. Select **OK** to close the dialog.

8. If the eFolder is not available at the time and the Letter or eDocument upload fails, a dialog indicates that the upload process has failed and provides further instructions.
9. Once the eDocument and letter have successfully uploaded, an alert is shown on the Alerts tab to indicate this.

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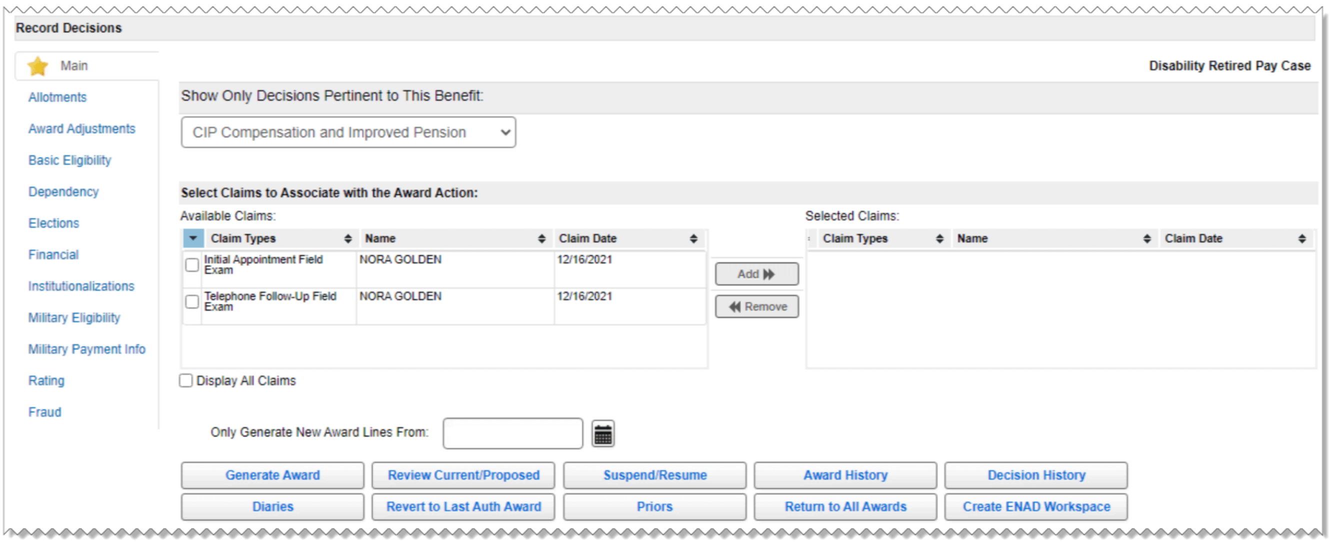
Suspend and Resume

Chapter Contents

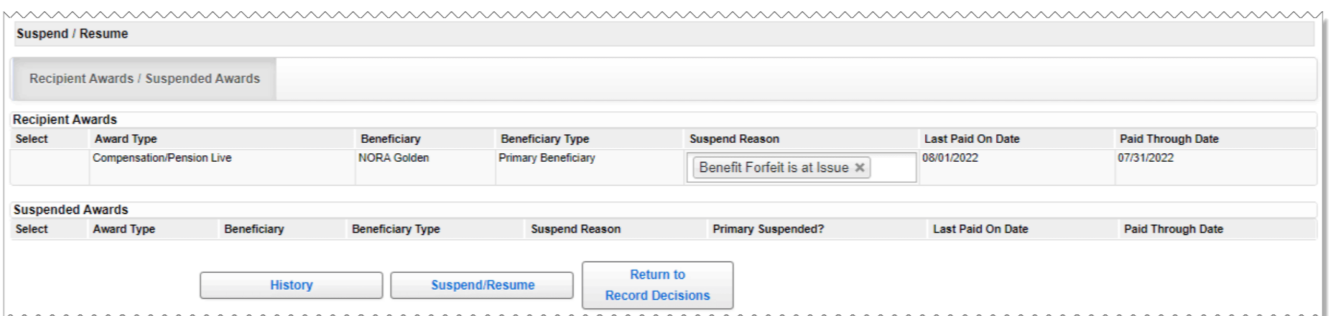
Suspend and Resume

From the Suspend and Resume page, you can suspend payment of one or more beneficiaries of an award due to entitlement questions regarding their award, and then resume payment once entitlement is determined. You can access this page by selecting Suspend/Resume from the Record Decisions page.

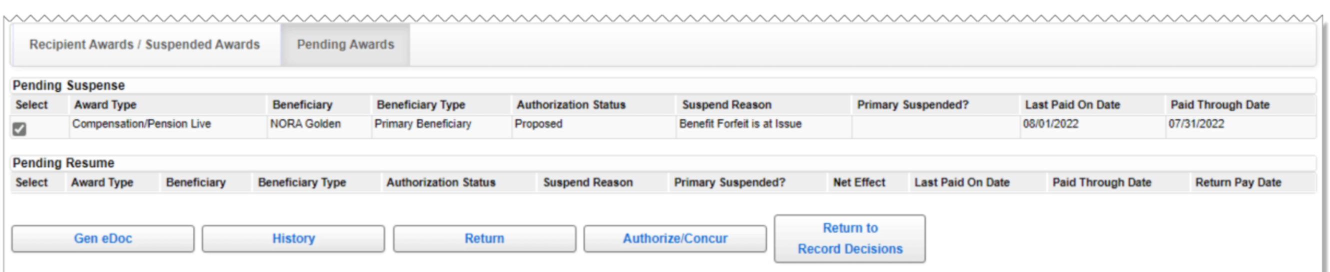


Depending on the process being performed, one of the following tabs will be shown at first:

Recipient Awards / Suspended Awards: You can suspend an award from the Recipient Awards list, or resume an award from the Suspended Awards list.



Pending Awards: You can select one or more awards from the Pending Suspense list or the Pending Resume list and either return the award or authorize or concur the decision.



If a beneficiary was previously suspended and you will be generating a new proposed award for that beneficiary, the Resume on Generate page opens to the Pending Awards tab.

If you will be authorizing or concurring a proposed resume decision, the Resume on Authorize (or Concur) page opens to the Pending Awards tab.

From the Pending Awards tab, you can select Gen eDoc to view a draft PDF version of the award datasheet document. For more information, see Generate eDocument.

From either tab, you can select History to view the award history and decision history. For more information, see Award and Decision History. You can also return to the Record Decisions page.

Proposing a Suspend Action

1. From the Record Decisions page, select **Suspend/Resume**.
2. From the Recipient Awards / Suspended Awards tab, select an award type and beneficiary in the Recipient Awards section.
3. Select the Suspend/Resume column and choose one or more suspend reason.
4. Select **Suspend/Resume**.
5. Choose the claim to associate to the suspend request and select **OK**.

Proposing a Resume Action

1. From the Record Decisions page, select **Suspend/Resume**.
2. From the Recipient Awards / Suspended Awards tab, select the row for each suspense reason to be removed or resumed in the Suspended Awards section.
3. Select **Suspend/Resume**.
4. Choose the claim to associate to the resume request and select **OK**.

Proposing a Resume on Generate Action

1. From the Record Decisions page, select **Generate Award** for an award that is pending resume on generate.
2. From the Pending Awards tab, select the row for each suspense reason to be resumed.
3. Select **Continue Generation**. The Current/Proposed Award page opens.

Authorizing a Suspend Action

1. From the Record Decisions page, select **Suspend/Resume**.
2. From the Pending Awards tab, select each award type and beneficiary to suspend in the Pending Suspense section.
3. Select **Authorize/Concur**.
4. Choose the claim to associate to the authorization and select **OK**.

Authorizing a Resume Action

1. From the Record Decisions page, select **Suspend/Resume**.
2. From the Pending Awards tab, select each award type and beneficiary to resume in the Pending Resume section.
3. Select **Authorize/Concur**.
4. Choose the claim to associate to the authorization and select **OK**.

Authorizing or Concurring a Resume on Authorize or Concur Action

1. From the Current and Proposed Award page, select **Authorize** or **Concur** for an award that is pending resume on authorize or concur.
2. Select the row for each beneficiary and suspense reason that is to be resumed.
3. Select **Continue Authorize** (or **Continue Concur**).
4. Complete the Authorize process or the Concur process. For more information, see Authorize Award and Concur Award.

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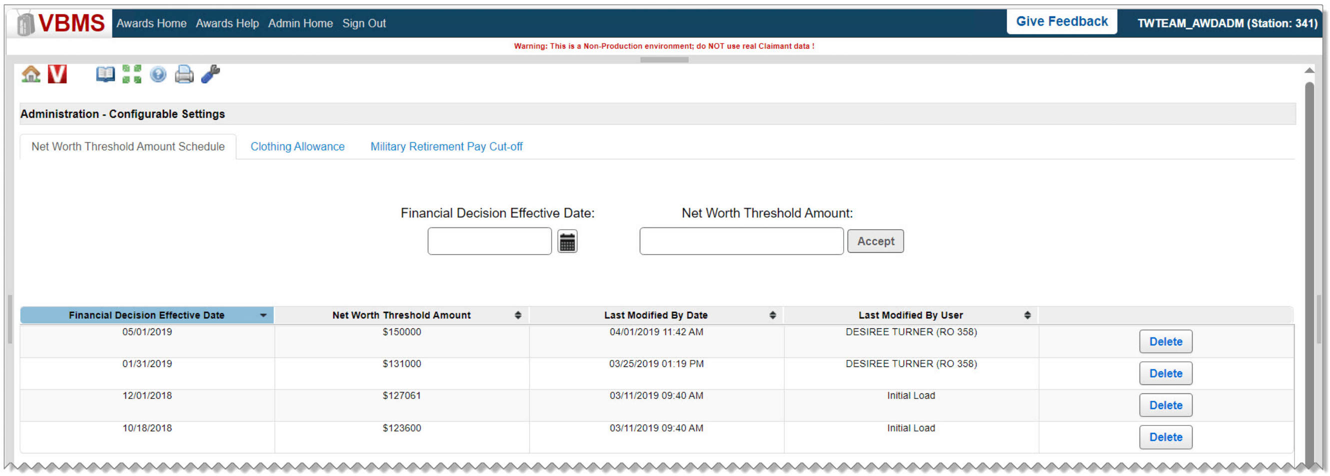
Admin

Chapter Contents

Admin

From the Administration - Configurable Settings page, VBMS-Awards administrators can configure the net worth threshold amount schedule, clothing allowance diagnostic codes, and Military Retirement Pay (MRP) cutoff dates.



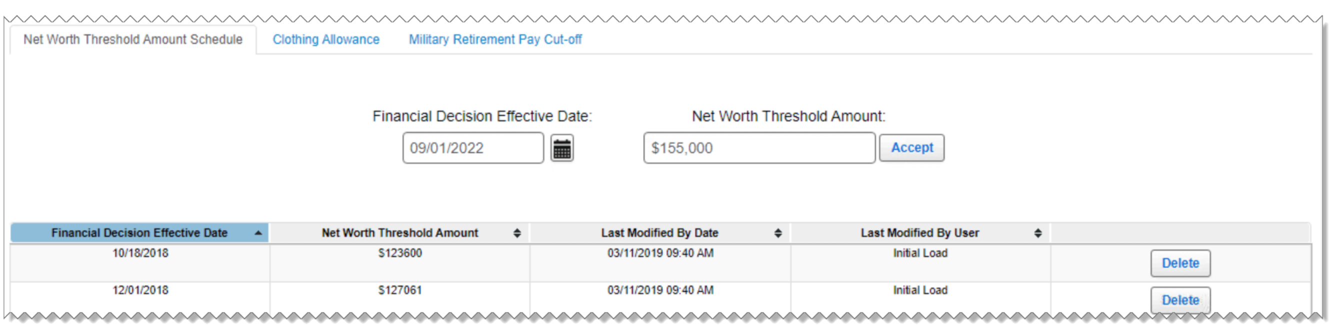
Administrators can access this page by selecting the Admin Home link in the menu bar.

Configuring the Net Worth Threshold Amount Schedule

Financial Decision Effective Date entries must be on 10/18/2018 or later. Net Worth Threshold Amount entries can be between $1 and $9,999,999. Date and amount combinations must be unique.

From the Financial Decisions page, when a user enters an improved pension family net worth amount that exceeds the threshold for granting a pension award, the net worth is a bar check box is automatically selected. See Financial Decisions for more information.

1. From any page, select the **Admin Home** link in the menu bar. The Administration - Configurable Settings page opens to the Net Worth Threshold Amount Schedule tab.
2. For **Financial Decision Effective Date**, enter the date when the net worth threshold amount will take effect.



3. Enter the **Net Worth Threshold Amount**.
4. Select **Accept**.

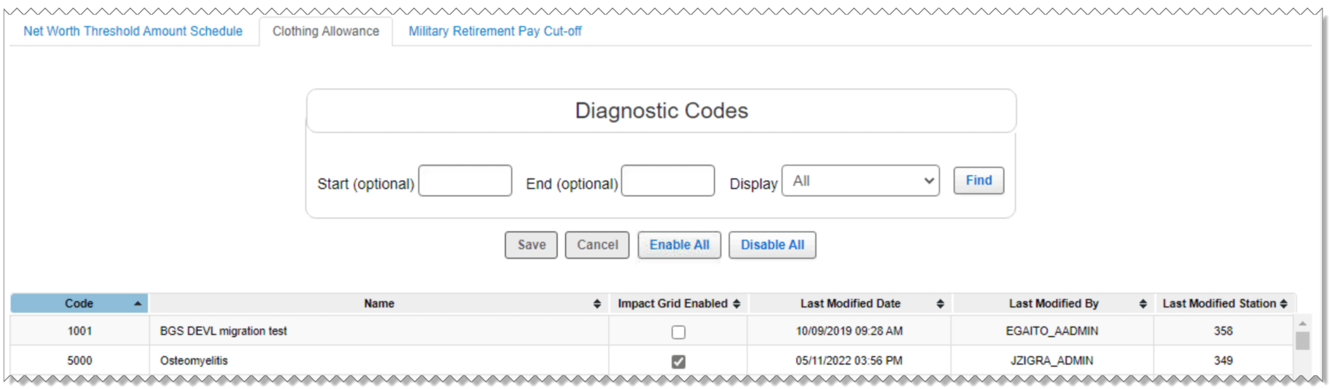
5. To delete an entry, select **Delete** in the row for the entry. Then from the dialog, select **Yes** to confirm.

Configuring Clothing Allowance Diagnostic Codes

From this tab, administrators can configure the diagnostic codes available for clothing allowance awards. See Clothing Allowance for more information.

If the check box in the Impact Grid Enabled column is selected for a diagnostic code, then the diagnostic code will be available for clothing allowance awards. If the check box is cleared, the diagnostic code will not be available.

1. From any page, select the **Admin Home** link in the menu bar. The Administration - Configurable Settings page opens to the Net Worth Threshold Amount Schedule tab.
2. Select the Clothing Allowance tab. All diagnostic codes are shown at first.



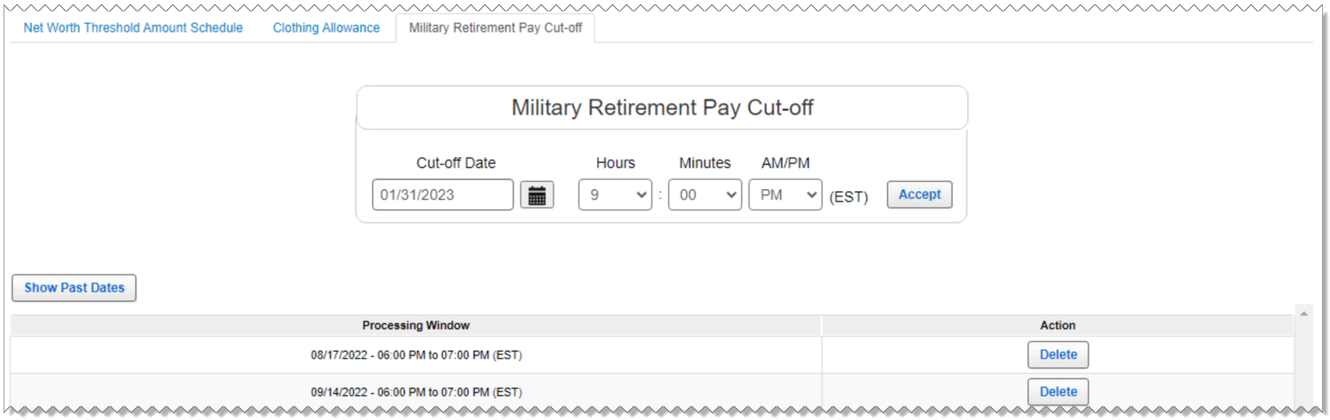
3. To filter the list to a range of diagnostic codes, you can enter a diagnostic code in the **Start** and **End** fields and select **Find**.
4. To filter the list by enabled or disabled status, select **Display** and choose **Enabled Only** or **Disabled Only**, then select **Find**.
5. Select or clear the check box for each diagnostic code that you want to enable or disable.
6. You can also select **Enable All** to select all check boxes, or select **Disable All** to clear all check boxes.
7. When finished, select **Save**.

Configuring Military Retirement Pay Cutoff Dates

From this tab, administrators can configure the cutoff dates for MRP batch processing windows. This will set up a one-hour window for batch processing on the monthly cutoff date during which users cannot generate, authorize, or concur an award with a Military Retired Pay Adjustment decision.

1. From any page, select the **Admin Home** link in the menu bar. The Administration - Configurable Settings page opens to the Net Worth Threshold Amount Schedule tab.

2. Select the Military Retirement Pay Cutoff tab.



3. To filter the list of processing windows, select **Show Past Dates** or **Hide Past Dates**.
4. To add a processing window, enter the cutoff date and time and select **Accept**. Then from the dialog, select **Yes** to confirm.
5. To delete a processing window that has not yet passed, select **Delete** from the Action column. Then from the dialog, select **Yes** to confirm.

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Examples

Chapter Contents

Accrued – Pay Based on Relationship with Posthumous Award Calculation Scenario

For this scenario, the Veteran was never paid benefits. But entitlement had been established prior to promulgating his original claim benefits. In addition to the accrued claim, a live compensation claim type has been established for use in generating the posthumous award to calculate the accrued payable.

1. In the Awards application, search for the Veteran using the SSN/FN on the *Awards Search* page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Choose the option Accrued and select Accept to return to the All Awards page.
5. Select the Add New Award button.
6. Choose the option Compensation/Pension Live and select Accept to return to the All Awards page.
7. Be sure that the Compensation/Pension Live claim tab is selected, then select the Record Decisions button.
8. On the left, select the Rating link.
9. Review the rating information tabs. For this scenario there will be a compensation entitlement beginning September 1, 2000.
10. On the left, select the Basic Eligibility link.
11. Select Add to create a new blank entry row, if one is not already displayed.
12. Select a Decision option of Death of Beneficiary.
13. Enter or select the date of death in the Event Date field.
14. The Award Effective Date will default to the first day of the month of death.
15. Select Done to save the addition.
16. On the left, select the Dependency link.
17. Select Add to create a new blank entry row, if one is not already displayed.
18. Add all family members here as dependents.
19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award. For this scenario, there will be no retroactive time limit paying the accrued. If prompted, select No to pass this reminder. When complete, make note of the accrued amount to be paid.
22. Return to the All Awards page.

23. Be sure that the Accrued claim tab is selected for this same Veteran then select the Record Decisions button.
24. On the left, select the Accrued link.
25. Select Add to create a new blank entry row, if one is not already displayed.
26. Select the Claimant, Decision, the Benefit Upon Which Accrued Payment is Based, and the Service Period.
27. Record the Shares to pay the claimant and the Total Shares payable.
28. Enter the accrued amount payable in the Computed Amount.
29. Select Done to save the addition.
30. Return to the Record Decisions main page and move the claims to the Selected Claims section.
31. Then generate the award.

Allotment and Apportionment Decision Scenarios

The following example scenarios provide more information about allotment and apportionment decisions.

Allotment and Apportionment Modifications

1. In the Share application, perform the Claims Establishment C&P process establishing 130 apportionment claim for all Apportionnees requiring update.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran (note the current withholding for incarceration). This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Allotments link.
6. Select Add to create a new blank entry row for the new decision or edit the existing row if that decision requires change.
7. Select the Recipient and the appropriate decision type for the Apportionment decision to be changed added or changed.
8. Enter the Amount value, and enter or select the Award Effective Date value.
9. Repeat these steps for any COLA lines needed.
10. Select Done to save the addition.
11. Return to the Record Decisions main page and move the claims to the Selected Claims section.
12. Generate the award. Once generated note the change in the award line beneficiary section of the award showing the distribution of benefits.

Pre-Determination Withholding

1. Establish the Claim(s) in Share using the payee number for the person entitled to the apportionment.
2. Establish a fiduciary relationship for the apportioned claimants who are minor children, or determined to be incompetent by court.
3. In the Awards application, using the Awards Search page, search for the Veteran using the SSN/FN. In the search results portion of the page you will be able to identify the Apportioned claimants. Here you will be able to identify the family relationship to the Veteran, as well as the claim established above.
4. In the All Claims section of the search results locate and select the Veteran (note the apportioned claimant is displayed). This will take you to the All Awards page.
5. Be sure that the needed claim tab is selected, then select the Record Decisions button.
6. On the left of this page, select the Award Adjustments link and select the Other Adjustments tab.
7. Select Add to create a new blank entry row, if one is not already displayed.
8. Select an adjustment Reason of Pending Apportionment Decision.
9. Enter the proposed apportionment Amount value.
10. Enter or select the From Date and To Date values.
11. Select Done to save the addition.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award and send the pre-determination and development letters leaving the 130 apportionment claim pending.

Post Determination – Disallow

1. To perform a Post Determination, return to the Record Decisions page and associate the appropriate claim. Select the Allotments link on the left to access this page.
2. Select Add to create a new blank entry row, if one is not already displayed.
3. Select the claimant for whom the apportionment is to be denied. The selections from this list will only contain the names of those who have had an apportionment claim established in Share using the "130 Apportionment".
4. Select the decision of Denied.
5. Select Done to save the addition.
6. On the left, select the Award Adjustments link. Now access the Other Adjustments tab.
7. Place a check mark in the Select column for the line item that details the proposed withholding.
8. Select Delete then select Yes to confirm the removal.
9. Select Done.

10. Return to the Record Decisions main page.
11. Then generate the award and have it authorized.

Post Determination – Grant

1. On the left of this page, select the Allotments link.
2. Select Add to create a new blank entry row, if one is not already displayed.
3. Select the Recipient (Note that if the claim had been established as anything other than a 130 apportionment claim, the only name that would appear is the Veteran’s name).
4. Select a Decision of Apportionment Granted.
5. Enter the Amount value, and enter or select the Award Effective Date value.
6. Select Done to save the addition.
7. Go back to the Allotments link and review the award. Note for a child claimant, the apportionment will be terminated on the 18th birthday, and that the name of the child’s fiduciary is displayed.
8. Return to the Record Decisions main page.
9. On the left of this page, select the Award Adjustments link and select the Other Adjustments tab.
10. Place a check mark in the Select column for the proposed withholding that needs to be removed.
11. Select the Delete button, then select Yes to confirm.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award.
14. Once generated note that the apportionment is not shown as an award withholding, the name of the apportioned and dollar amount for the selected effective date is shown in the beneficiaries, and the name of the apportioned is shown in the beneficiary pay status area. For a child claimant, note that all address changes for this FN must be made in Share CFID and CADD.

Grant – Veteran Incarcerated

1. In the Share application, perform the Claims Establishment C&P process.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran (note the current withholding for incarceration). This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Allotments link.
6. Select Add to create a new blank entry row, if one is not already displayed.

7. Select the Recipient (Note that if the claim had been established as anything other than a 130 apportionment claim, the only name that would appear is the Veteran's name).
8. Select a Decision of Apportionment Granted.
9. Enter the Amount value, and enter or select the Award Effective Date value.
10. Repeat these steps for any COLA lines needed.
11. Select Done to save the addition.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award.
14. Once generated note the withholding for the incarceration adjustment has been removed, there is a positive net effect, and the beneficiary section shows the distribution of benefits.
15. Select the Award History button at the bottom and review the information. Note the incarceration adjustment decision from the previously authorized award is still valid. If a later decision is recorded to the end the apportionment to the spouse, the incarceration adjustment will again be in effect so that the Veteran is not overpaid.

Pre-Determination Withholding

1. Establish the Claim(s) in Share using the payee number for the person entitled to the apportionment.
2. Establish a fiduciary relationship for the apportioned claimants who are minor children, or determined to be incompetent by court.
3. In the Awards application, using the Awards Search page, search for the Veteran using the SSN/FN. In the search results portion of the page you will be able to identify the Apportioned claimants. Here you will be able to identify the family relationship to the Veteran, as well as the claim established above.
4. In the All Claims section of the search results locate and select the Veteran (note the apportioned claimant is displayed). This will take you to the All Awards page.
5. Be sure that the needed claim tab is selected, then select the Record Decisions button.
6. On the left of this page, select the Award Adjustments link and select the Other Adjustments tab.
7. Select Add to create a new blank entry row, if one is not already displayed.
8. Select an adjustment Reason of Pending Apportionment Decision.
9. Enter the proposed apportionment Amount value.
10. Enter or select the From Date and To Date values.
11. Select Done to save the addition.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award and send the pre-determination and development letters leaving the 130 apportionment claim pending.

Post Determination – Disallow

1. To perform a Post Determination, return to the Record Decisions page and associate the appropriate claim. Select the Allotments link on the left to access this page.
2. Select Add to create a new blank entry row, if one is not already displayed.
3. Select the claimant for whom the apportionment is to be denied. The selections from this list will only contain the names of those who have had an apportionment claim established in Share using the "130 Apportionment".
4. Select the decision of Denied.
5. Select Done to save the addition.
6. On the left, select the Award Adjustments link. Now access the Other Adjustments tab.
7. Place a check mark in the Select column for the line item that details the proposed withholding.
8. Select Delete then select Yes to confirm the removal.
9. Select Done.
10. Return to the Record Decisions main page.
11. Then generate the award and have it authorized.

Post Determination – Grant

1. On the left of this page, select the Allotments link.
2. Select Add to create a new blank entry row, if one is not already displayed.
3. Select the Recipient (Note that if the claim had been established as anything other than a 130 apportionment claim, the only name that would appear is the Veteran's name).
4. Select a Decision of Apportionment Granted.
5. Enter the Amount value, and enter or select the Award Effective Date value.
6. Select Done to save the addition.
7. Go back to the Allotments link and review the award. Note for a child claimant, the apportionment will be terminated on the 18th birthday, and that the name of the child's fiduciary is displayed.
8. Return to the Record Decisions main page.
9. On the left of this page, select the Award Adjustments link and select the Other Adjustments tab.
10. Place a check mark in the Select column for the proposed withholding that needs to be removed.
11. Select the Delete button, then select Yes to confirm.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award.

14. Once generated note that the apportionment is not shown as an award withholding, the name of the apportioned and dollar amount for the selected effective date is shown in the beneficiaries, and the name of the apportioned is shown in the beneficiary pay status area. For a child claimant, note that all address changes for this FN must be made in Share CFID and CADD.

Grant – Veteran Incarcerated

1. In the Share application, perform the Claims Establishment C&P process.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran (note the current withholding for incarceration). This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Allotments link.
6. Select Add to create a new blank entry row, if one is not already displayed.
7. Select the Recipient (Note that if the claim had been established as anything other than a 130 apportionment claim, the only name that would appear is the Veteran's name).
8. Select a Decision of Apportionment Granted.
9. Enter the Amount value, and enter or select the Award Effective Date value.
10. Repeat these steps for any COLA lines needed.
11. Select Done to save the addition.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award.
14. Once generated note the withholding for the incarceration adjustment has been removed, there is a positive net effect, and the beneficiary section shows the distribution of benefits.
15. Select the Award History button at the bottom and review the information. Note the incarceration adjustment decision from the previously authorized award is still valid. If a later decision is recorded to the end the apportionment to the spouse, the incarceration adjustment will again be in effect so that the Veteran is not overpaid.

Basic Eligibility Scenarios

The following example scenarios provide more information about Basic Eligibility decisions.

Return to Active Duty

This scenario assumes the Veteran was originally paid from May 1, 2006, returned to active duty on July 4, 2006, was released from duty on November 13, 2006, and the VA was notified of this period after the Veteran returned home.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. Move the claims to the Selected Claims section. On the left of this page, select the Basic Eligibility link.
5. Select Add to create a new blank entry row, if one is not already displayed.
6. Select a decision option of Returned to Active Duty.
7. Enter or select the Event Date of 07/04/2006 and the Award Effective Date of 07/04/2006.
8. Return to the Record Decisions main page.
9. Then generate the award. Note the proposed award showing $0.00 rate for the period of time the Veteran was on active duty.

Return from Active Duty

This scenario assumes the Veteran was originally paid from May 1, 2006, returned to active duty on July 4, 2006, was released from duty on November 13, 2006, and the VA was notified of this period after the Veteran returned home.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. Move the claims to the Selected Claims section. On the left of this page, select the Basic Eligibility link.
5. Select Add to create a new blank entry row, if one is not already displayed.
6. Select a decision option of Eligible Beneficiary.
7. Enter or select the Event Date of 11/13/2006 and the Award Effective Date of 11/14/2006.
8. Select Done to save the addition.
9. Return to the Record Decisions main page.
10. Then generate the award. Note the proposed award showing the resumption of the award.

Burial Scenarios

The following example scenarios provide more information about burial decisions.

One Funeral Home Claimant (NSC Burial and Plot)

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.

2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Choose the option Burial and select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of NSC Burial Benefit.
11. Select an Eligibility Decision of C&P Entitlement at Death.
12. Select the Claimant for the funeral home who is to receive the benefit.
13. Enter the Amount value the claimant will receive for this benefit.
14. Select Done to save the addition.
15. Return to the Record Decisions main page and move the claims to the Selected Claims section.
16. Then generate the award.

Two Funeral Home Claimants (SC Burial)

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Select the option Burial, then select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of SC Burial Benefit.
11. Select an Eligibility Decision of Qualifying SC Death.
12. Select the Claimant for the first funeral home who is to receive the benefit.
13. Enter the Amount value the claimant will receive for this benefit.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select a Burial Benefit of SC Burial Benefit.
16. Select an Eligibility Decision of Qualifying SC Death.
17. Select the Claimant for the second funeral home who is to receive the benefit.
18. Enter the Amount value the claimant will receive for this benefit.

19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award.

One Funeral Home or One Person (SC Burial and Transportation)

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Select the option Burial then select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of SC Burial Benefit.
11. Select an Eligibility Decision of Qualifying SC Death.
12. Select the Claimant for the funeral home who is to receive the benefit.
13. Enter the Amount value the claimant will receive for this benefit.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select a Burial Benefit of Transportation Allowance.
16. Select an Eligibility Decision that qualifies the transportation benefit.
17. Select the Claimant who is to receive the benefit.
18. Enter the Amount value the claimant will receive for this benefit.
19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award.

One Individual Person Claimant (NSC Burial, Deny Plot, Deny SC)

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.

3. Select the Add New Award button.
4. Select the option Burial then select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of NSC Burial Benefit.
11. Select an Eligibility Decision of C&P Entitlement at Death.
12. Select the Claimant who is to receive the benefit.
13. Enter the Amount value the claimant will receive for this benefit.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select a Burial Benefit of Plot Allowance.
16. Select an Eligibility Decision that denies the benefit.
17. Select the Claimant who is to receive the benefit.
18. Select Add to create a new blank entry row, if one is not already displayed.
19. Select a Burial Benefit of SC Burial Benefit.
20. Select an Eligibility Decision of Denied – SC Death Denied by Rating Decision.
21. Select the Claimant who is to receive the benefit.
22. Select Done to save the addition.
23. Return to the Record Decisions main page and move the claims to the Selected Claims section.
24. Then generate the award.

Two Individual Person Claimants (SC Burial)

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Select the option Burial, then select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of SC Burial Benefit.
11. Select an Eligibility Decision of Qualifying SC Death.
12. Select the Claimant for the first person who is to receive the benefit.

13. Enter the Amount value the claimant will receive for this benefit.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select a Burial Benefit of SC Burial Benefit.
16. Select an Eligibility Decision of Qualifying SC Death.
17. Select the Claimant for the second person who is to receive the benefit.
18. Enter the Amount value the claimant will receive for this benefit.
19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award.

Pay Marker or Engraving in addition to SC Death Benefit

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Select the option Burial then select Accept to return to the All Awards page.
5. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
6. On the left, select the Rating link.
7. Review the rating information tabs. Note if there is a rating for service connected death.
8. On the left, select the Burial link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a Burial Benefit of SC Burial Benefit.
11. Select an Eligibility Decision of Qualifying SC Death.
12. Select the Claimant for the second person who is to receive the benefit.
13. Enter the Amount value the claimant will receive for this benefit.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select a Burial Benefit of Marker/Engraving Reimbursement.
16. Select an Eligibility Decision that states this payment as eligible for the select reason.
17. Select the Claimant for the second person who is to receive the benefit.
18. Enter the Amount value the claimant will receive for this benefit.
19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award.

Pay Plot Allowance to State Cemetery

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results, note the State Plot Allowance labeled End Product.
3. In the search results locate and select the Veteran. This will take you to the All Awards page.
4. Select the Add New Award button.
5. Select the option Burial then select Accept to return to the All Awards page.
6. Select the option Compensation/Pension Live then select Accept to return to the All Awards page.
7. Be sure that the Burial claim tab is selected, then select the Record Decisions button.
8. Be sure to associate the State Plot Allowance Claim from the available claim list in the Record Decision page.
9. Select the Burial decision tab. The State Plot decision automatically populates in the grid based on the proper claim selection of State Plot Allowance from the Record Decisions page.
10. If the date of burial has not already been populated into the Burial page from a previous benefit entry, a message prompt requests the entry of the Date of Burial so that the State Plot decision can be completely populated with the standard rate.
11. Once completed, create any further decisions for the Burial Award and select Done.
12. Select Generate and generate the eDoc. The letter is only available for other burial benefits. State Cemeteries are notified through the invoice received with payment.

Dependency Scenarios

The following example scenarios provide more information about dependency decisions.

Add Spouse

This scenario the Veteran is rated 30% effective on February 15, 2006 with a pay date of March 1, 2006.

1. In the Share application, be sure the spouses have been added as reported family members.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Dependency link.
6. Select Add to create a new blank entry row, if one is not already displayed.
7. Select the person for whom the dependency will be made. With this person established in Share, the relationship, DOB and SSN will populate.

8. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
9. Enter or select the Event Date of 02/15/2006.
10. Select an award status of Spouse.
11. Select a decision of Dependency Established. This will populate the effective date.
12. Select Done to save the addition.

Add Minor Child

This scenario the Veteran is rated 30% effective on February 15, 2006 with a pay date of March 1, 2006.

1. In the Share application, be sure the children have been added as reported family members.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Dependency link.
6. Select Add to create a new blank entry row, if one is not already displayed.
7. Select the person for whom the dependency will be made. With this person established in Share, the relationship, DOB and SSN will populate.
8. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
9. Enter or select the Event Date of 02/15/2006.
10. Select an award status of Minor Child.
11. Select a decision of Eligible Minor Child. This will populate the effective date.
12. Select Done to save the addition.
13. On the left of this page, select the Dependency link. Note the system will automatically add the decision to remove the child on the 18th birthday.

Change Minor Child to School Child

This scenario is based on a minor child that was already an award dependent through the 18th birthday and is now attending college, it may be necessary to pay the additional minor child benefit through the end of the month when the child turned 18.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. On the left of this page, select the Dependency link.
5. Locate the row where it indicates the child was removed for turning 18.

6. Change the award status to School Child.
7. Change the decision to School Attendance Begins. This will populate event and effective date fields to the date the child turned 18.
8. Change the effective date to the first of the month following the month the child's schooling begins.
9. Select Done to save the addition.
10. A prompt will appear to request the date of school attendance ends. Enter the date of graduation and select Ok. The system will automatically put the first day of the following month in the Award Effective Date or the child's 23rd birthday, whichever comes first.
11. On the left of this page, select the Dependency link. Note that there are now three award lines for this child. One for the added date, one for the status change, and one for the removal.

Add School Child

This scenario assumes the Veteran is rated 30% effective on February 15, 2006 with a pay date of March 1, 2006.

1. In the Share application, be sure the children have been added as reported family members.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Dependency link.
6. Select Add to create a new blank entry row, if one is not already displayed.
7. Select the person for whom the dependency will be made. With this person established in Share, the relationship, DOB and SSN will populate.
8. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
9. Enter or select the Event Date of 02/15/2006.
10. Select an award status of School Child.
11. Select a decision of School Attendance Begins. This will populate the effective date.
12. Select Done to save the addition.
13. A prompt will appear to request the date school attendance ends. Enter the date of graduation and select Ok. The system will automatically put the first day of the following month in the Award Effective Date. If school continues past the child's 23rd birthday, the system will populate this field with the date the child turns 23.
14. On the left of this page, select the Dependency link. Note that there are now three award lines for this child. One for the added date, one for the status change and one for the removal.

Add Helpless Child

In this scenario we will be using an event date of July 4, 2006, based on the effective date found in the ratings information.

1. In the Share application, be sure the children have been added as reported family members.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Rating link then select the Family Member Ratings link. Review this page to verify that there is a rating decision to support this payment.
6. Move the claims to the Selected Claims section.
7. On the left of this page, select the Dependency link.
8. Select Add to create a new blank entry row, if one is not already displayed.
9. Select the person for whom the dependency will be made. With this person established in Share, the relationship, DOB and SSN will populate.
10. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
11. Enter or select the Event Date of 07/04/2006.
12. Select an award status of Helpless Child.
13. Select a decision of Rated Helpless. This will populate the effective date.
14. Select Done to save the addition.

Helpless Child Attends School

1. In the Share application, be sure the children have been added as reported family members.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Dependency link.
6. Select Add to create a new blank entry row, if one is not already displayed.
7. Select the person. With this person established in Share, the relationship, DOB and SSN will populate.
8. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
9. Enter or select the Event Date which will be the first date of school attendance.
10. Select an award status of School Child.
11. Select a decision of School Attendance Begins. This will populate the effective date.
12. Select Done to save the addition.

13. A prompt will appear to request the date school attendance ends. Enter the date of graduation and select Ok. The system will automatically put the first day of the following month in the Award Effective Date. If school continues past the child's 23rd birthday, the system will populate this field with the date the child turns 23.
14. Select the decision line for "School Attendance Ends".
15. Select an award status of Helpless Child.
16. Change the Award status to Rated Helpless.
17. Repopulate the Award Effective Date with the date this child turns 23, or the date school attendance terminates if the child is under 23 years of age.
18. Select Done to save the addition.

Add Spouse Aid and Attendance

For this scenario the spouse was previously added as an award dependent effective February 15, 2006 and the decision does not establish entitlement to A&A until September 27, 2006.

1. In the VBMS-CORE or Share application, be sure the spouse has been added as a reported family member.
2. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
3. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
4. Be sure that the needed award tab is selected, then select the Record Decisions button.
5. On the left of this page, select the Rating link then select the Family Member Ratings link. Check to see there is a rating decision to support this decision.
6. On the left of this page, select the Dependency link.
7. Select Add to create a new blank entry row, if one is not already displayed.
8. Select the spouse from the person drop down. With this person established in CORE or Share, the relationship, DOB and SSN will populate.
9. If the SSN does not exist, or is a foreign national, complete the Reason for no SSN field.
10. Enter or select the Event Date which will be equal to the effective date of the A&A from the rating decision.
11. Select an award status of A&A Spouse.
12. Select a decision of Rated A&A. This action populates the effective date.
13. Select Done to save the addition.

Remove Dependent

Remove any dependent from the initial eligibility date

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.

2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. On the left of this page, select the Dependency link.
5. Locate the award line item that initially established the dependent. Place a check mark in the Select column to choose this line.
6. Select Delete then select Yes to confirm the removal.
7. Select Done to save the addition.

Remove spouse or helpless child dependent after the initial eligibility date

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. On the left of this page, select the Dependency link.
5. Select Add to create a new blank entry row, if one is not already displayed.
6. Select the person for removal from the person drop down.
7. Enter the event date for the removal.
8. Select an award status of Not an Award Dependent.
9. Select a decision that supports removing the dependent.
10. Enter or select an Award Effective Date when the dependent is to be removed.
11. Select Done to save the addition.

Remove minor child or school child dependent after the initial eligibility date

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. On the left of this page, select the Dependency link.
5. Locate and select the decision line in the grid that currently removes this dependent.
6. Update the Event Date that supports the removal.
7. Change the Award Status and the Decision that supports the removal.
8. Enter or select the Award Effective Date appropriately.
9. Select Done to save the addition.

DIC Spouse Scenarios

Two pieces of information are required for paying a DIC Spouse benefit: Basic Eligibility and one of the following Rating/Service determinations of entitlement:

- Death in Service identifier
- Rating determination or service connection for cause of death
- Rating determination of an 1151 condition for cause of death
- Rating determination of entitlement based on 38 U.S.C. 1318

The following example scenarios provide more information about DIC Spouse decisions:

DIC Spouse

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the search results locate and select the Spouse. This will take you to the All Awards page.
3. Select the Add New Award button and notice the Spouse's name appears in the Beneficiary entry.
4. Choose the option CPD Spouse and select Accept to return to the All Awards page.
5. Be sure that the needed award tab is selected, then select the Record Decisions button.
6. On the left of this page select the Rating Decision link to view the service connected death decision.
7. Associate the proper claim and on the left of this page, select the Basic Eligibility link.
8. Select Add to create a new blank entry row, if one is not already displayed.
9. Select a decision option of Eligible for DIC.
10. Enter or select the Event Date and the Award Effective Date values.
11. Select Done to save the addition.
12. Return to the Record Decisions main page.
13. Then generate the award and have it authorized.

Pay Veteran's Rate Month of Death

If processing an award to only pay the Veteran's rate for the month of death, refer to your local Finance division to process the month of death payment.

If processing an award to pay the Veteran's rate for the month of death in addition to DIC benefits:

1. Return to the Record Decisions main page.
2. On the left of this page, select the Basic Eligibility link.
3. If an award line containing a Decision of Eligible for DIC does not yet exist, select Add.
4. Select a Decision option of Eligible for DIC.
5. Enter or select the Event Date and the Award Effective Date values.

6. If an award line containing a decision of Eligible for Veteran's Rate Month of Death does not yet exist, select Add.
7. Select a Decision option of Eligible for Veteran's Rate Month of Death.
8. Enter or select the Event Date and the Award Effective Date values.
9. Enter the Month of Death Amount value.
10. Select the Benefit the Veteran was receiving at death, and the Service Period for which the Veteran's benefits were paid.
11. Select Done.
12. Return to the Record Decisions main page.
13. Then generate the award and have it authorized.

Basic Award with Minor Child

1. If there are minor children related to the Veteran in the spouse custody, follow the steps for the DIC Spouse but before generating and authorizing the award, select the Dependency link on the left of this page.
2. Select Add.
3. Select the person out of the available family members.
4. Enter or select the Event Date, Award Status, Decision and the Award Effective Date values.
5. Select Done.
6. Return to the Record Decisions main page and move the claims to the Selected Claims section.
7. Then generate the award.
8. Return to the Record Decisions main page and select the Review Current/Proposed button to review the award.

Pay Additional Allowance for Two Year Period for Minor Child

Widows may receive an additional allowance for dependent minor children. After the initial award of service connected death, if minor children have been added as award dependents, the system will automatically add the additional amount payable for minor children for a two year period or until the last child reaches age 18, whichever is sooner. The process for adding dependent minor children does not differ from the process used for live compensation awards. School Children and Helpless Children will be paid in their own right on separate child awards.

Pay Additional Allowance for Veteran Totally Disabled for 8 Years Prior to Death

If the Veteran was in receipt of, or entitled to receive, compensation for a Service Connected disability rated totally disabling (including a rating based on individual unemployability) for a continuous period of at least eight years immediately preceding death, and the surviving spouse was married to the Veteran for those same eight years, an additional monthly benefit is payable.

1. Follow the steps for the DIC Spouse Scenario up through the Basic Eligibility Decision.
2. If an award line containing a decision of Eligible for DIC does not yet exist, select Add.
3. Select a decision option of Eligible for DIC.
4. Enter or select the Event Date and the Award Effective Date values.
5. If an award line containing a decision of 8&8 Criteria is Met from Original Eligibility Date does not yet exist, select Add.
6. Select a decision option of 8&8 Criteria is Met from Original Eligibility Date.
7. Enter or select the Award Effective Date value.
8. Select Done.
9. Return to the Record Decisions main page.
10. Then generate the award and have it authorized.

DIC Child Scenarios

Four items are required to be present for paying DIC Child benefits: Basic Eligibility (recorded for each child), Status of All Children, DIC Spouse Status, and one of the. following Rating/Service determinations of entitlement:

- Death in Service indicator
- Rating determination of service connection for cause of death
- Rating determination of an 1151 condition for cause of death
- Rating determination of entitlement based on 38 U.S.C. 1318

The Effective Dates that are recorded in the Eligibility for DIC, Status of All Children, and DIC Spouse Status must be all in sync. For example, if the Eligibility for DIC is effective on 01/01/2014, the Status of All Children and a Spouse award exists, these dates must also be effective from 01/01/2014.

The following example scenarios provide more information about DIC Child decisions.

DIC Child

The Effective Dates that are recorded in the Eligibility for DIC, Status of All Children, and DIC Spouse Status must be all in sync. For example, if the Eligibility for DIC is effective on 01/01/2014, the Status of All Children and a Spouse award exists, these dates must also be effective from 01/01/2014.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Child of the established claim. This will take you to the All Awards page.

3. Select Add New Award.
4. Choose the option CPD Child and select Accept to return to the All Awards page.
5. Be sure that the needed claim tab is selected, then select the Record Decisions button.
6. On the left of this page, select the Rating link and access the Death tab.
7. Review the rating data and note the service connected death decision.
8. On the left of this page, select the Basic Eligibility link.
9. Select Add to create a new blank entry row, if one is not already displayed.
10. Select a decision option of Eligible for DIC.
11. Enter or select the Event Date and the Award Effective Date values.
12. Select Done.
13. From the Record Decisions page, select the Status of All Children link.
14. Select Add to create a new blank entry row, if one is not already displayed.
15. Select the Person's name, the Award Status (i.e., Minor Child), and the Decision (i.e., Eligible Minor Child).
16. Enter or select the Event Date and the Award Effective Date values.
17. If available, enter the dependent's SSN if it has not automatically populated.
18. If available, enter or select the dependent's Date of Birth, if not already populated.
19. Be sure to enter new award lines for each additional child who may file a claim at a later time.
20. Select Done.
21. From the Record Decisions page, select the DIC Spouse Status link.
22. If an award line containing a decision of DIC Spouse Award Exists does not yet exist, select Add.
23. Select a decision option of DIC Spouse Award Exists.
24. Enter or select the DIC Spouse Award Date and the Affects Child Award On values.
25. If an award line containing a decision of No DIC Spouse Award Exists does not yet exist, select Add.
26. Select a decision option of DIC Spouse Award Exists.
27. Enter or select the DIC Spouse Award Date and the Affects Child Award On values.
28. Select Done.
29. From the Record Decisions page, move the claims to the Selected Claims section.
30. Then generate the award and have it authorized.

One School Child Where Spouse is Also Entitled to DIC

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Child of the established claim. This will take you to the All Awards page.
3. Select Add New Award.

4. Select the option CPD Child then select Accept to return to the All Awards page.
5. Be sure that the needed award tab is selected, then select the Record Decisions button.
6. On the left of this page, select the Rating link and access the Death tab.
7. Review the rating data and note the service connected death decision.
8. Move the claims to the Selected Claims section.
9. On the left of this page, select the Basic Eligibility link.
10. Select Add to create a new blank entry row, if one is not already displayed.
11. Select a decision option of Eligible for DIC.
12. Enter or select the Event Date and the Award Effective Date values.
13. Select Done.
14. From the Record Decisions page, select the DIC Spouse Status link.
15. Select Add to create a new blank entry row, if one is not already displayed.
16. Select the spouse’s status of DIC Spouse Award Exists.
17. Enter or select the DIC Spouse Award Date (which is the award effective date) and the Affects Child Award On date values.
18. Select Done.
19. From the Record Decisions page, select the Status of All Children link.
20. Select Add to create a new blank entry row, if one is not already displayed.
21. Select the Person's name, the Award Status, and the Decision.
22. Enter or select the Event Date. The Award Effective Date will be automatically populated.
23. If available, enter the dependent’s SSN if it has not automatically populated.
24. If available, enter or select the dependent’s Date of Birth, if not already populated.
25. Enter or select the School Termination Date in the Event Date field when asked.
26. Select Done.
27. From the Record Decisions page, generate the award.
28. Return to the Record Decisions main page and select Review Current/Proposed to review the award.

One School Child Where Spouse is Not Entitled to DIC

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the child claimant row for whom an award will be added. This will take you to the All Awards page.
3. Select Add New Award.
4. Select the option CPD Child then select Accept to return to the All Awards page.
5. Be sure that the needed award tab is selected, then select Record Decisions.
6. On the left of this page, select the Rating link and access the Death tab.
7. Review the rating data and note the service connected death decision.
8. Move the claims to the Selected Claims section.

9. On the left of this page, select the Basic Eligibility link.
10. Select Add to create a new blank entry row, if one is not already displayed.
11. Select a decision option of Eligible for DIC.
12. Enter or select the Event Date and the Award Effective Date values.
13. Select Done.
14. From the Record Decisions page, select the DIC Spouse Status link.
15. Select Add to create a new blank entry row, if one is not already displayed.
16. Select the spouse's status of No DIC Spouse Award Exists.
17. Select Done.
18. From the Record Decisions page, select the Status of All Children link.
19. Select Add to create a new blank entry row, if one is not already displayed.
20. Select the Person's name, the Award Status for the child, and the Decision.
21. Enter or select the Event Date. The Award Effective Date will be automatically populated.
22. If available, enter the dependent's SSN in it has not automatically populated.
23. If available, enter or select the dependent's Date of Birth, if not already populated.
24. Enter or select the School Termination Date in the Event Date field when asked.
25. Select Done.
26. From the Record Decisions page, generate the award.
27. Return to the Record Decisions main page and select Review Current/Proposed to review the award.

Two School Children and No Spouse Entitled to DIC

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the 1st child claimant row for whom an award will be added
3. From the All Awards page, select Add New Award.
4. Select the option CPD Child then select Accept to return to the All Awards page.
5. Be sure that the needed award tab is selected, then select the Record Decisions button.
6. On the left of this page, select the Rating link and access the Death tab.
7. Review the rating data and note the service connected death decision.
8. Move the claims to the Selected Claims section.
9. On the left of this page, select the Basic Eligibility link.
10. Select Add to create a new blank entry row, if one is not already displayed.
11. Select a decision option of Eligible for DIC.
12. Enter or select the Event Date and the Award Effective Date values.
13. Select Done.
14. From the Record Decisions page, select the DIC Spouse Status link.
15. Select Add to create a new blank entry row, if one is not already displayed.

16. Select the spouse’s status of No DIC Spouse Award Exists.
17. Select Done.
18. From the Record Decisions page, select the Status of All Children link.
19. Select Add to create a new blank entry row, if one is not already displayed.
20. Select the Person's name, the Award Status for the child, and the Decision.
21. Enter or select the Event Date. The Award Effective Date will be automatically populated.
22. If available, enter the dependent’s SSN if it has not automatically populated.
23. If available, enter or select the dependent’s Date of Birth, if not already populated.
24. Enter or select the School Termination Date in the Event Date field when asked.
25. Select Add to create a new blank entry row and repeat the last few steps to add the second child’s information.
26. Select Done.
27. From the Record Decisions page, move the claims to the Selected Claims section for the first child.
28. Then generate the award for the first child.
29. Return to the Record Decisions main page and select Review Current/Proposed to review the award for the first child.
30. Select the Gen eDoc button to display the information on the first child. Enter print remarks if needed, then select Submit.
31. The draft award datasheet document opens in a new browser tab. Print this document if needed.
32. Return to the Awards Search page and search for the same Veteran.
33. In the All Claims section of the search results locate and select the 2nd child claimant for whom the next award will be generated.
34. From the All Awards page, select Add New Award.
35. Select the option CPD Child then select Accept to return to the All Awards page.
36. Be sure that the needed claim tab is selected, then select the Record Decisions button.
37. Move the claims to the Selected Claims section.
38. On the left of this page, select the Basic Eligibility link.
39. Select Add to create a new blank entry row, if one is not already displayed.
40. Select a decision option of Eligible for DIC.
41. Enter or select the Event Date and the Award Effective Date values.
42. Select Done.
43. From the Record Decisions page, move the claims to the Selected Claims section for the second child.
44. Then generate the award for the second child.
45. Return to the Record Decisions main page and select Review Current/Proposed to review the award for the second child.

EP-590 Processing Scenario

The automatic establishment of an EP-590 for Incompetency Decisions improves accuracy and tracking of the claim by fiduciary by utilizing automation capabilities in VBMS-Awards. When a proposed incompetency decision is finalized in VBMS-Rating, and the award is authorized in VMBS-Awards, the system should automatically establish an EP 590 in VBMS-Core.

1. Using VBMS-CORE, create a claim, such as a 110, 020, 010.
2. Using VBMS-Rating, add a Proposed Incompetency decision to the claim. Then finalize the rating associated with the claim.
3. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
4. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
5. Select the Add New Award button.
6. Create a new Compensation and Pension Live award and select Accept to return to the All Awards page.
7. Be sure that the needed claim tab is selected, then select the Record Decisions button.
8. On the left select the Rating link. Now access the Other Decisions tab.
9. Review the rating information tabs. Verify the combined rating award, disability decisions, and other decisions that will apply to the award.
10. On the Other Decisions tab, verify that Proposed Incompetency is listed.
11. Generate the award as a single payment to the Veteran of the award. If the award amount is less than $40,000, the operator is prompted to authorize the award. If the award amount is greater than $40,000, the operator is prompted to concur the award.
12. Upon authorization/concur, the EP-590 for Incompetency Decisions is automatically established in VBMS-CORE.
13. A message is displayed upon successful establishment of the EP-590.
14. If VBMS-CORE or the claim service is down, or some other error occurs, the following message will display to the operator: *Return to the Awards Search page and locate the Veteran using the SSN/FN to verify that the EP-590 for Incompetency Decision was automatically established and shown in the All Claims section of this page.*
15. Or, in the All Claims section of the search results locate and select the Veteran. Then access the East Fly-Out panel and expand the Pending Claims option to show the establishment of the EP-590 Due Process for Incompetency claim.
16. Using VBMS-CORE, the operator may verify that the EP590 for Incompetency Decisions is established. Note that the original claim is closed and the EP-590 - Due Process for Incompetency is open.

Pension Scenarios

The following example scenarios provide more information on pension decisions.

Veteran Married to Veteran - One Check

The spouse must have a Veteran's record and profile created in the system in order for one of the Vet Spouse award statuses to be available on the Dependency page.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Rating link.
5. Review the rating information tabs. Verify that there is a rating to support the pension payment.
6. If the rating does not support pension, verify that there is a basic eligibility to support the pension payment.
7. If either of these decisions exists, then continue. If not, one of these two decision types will need to be added before continuing.
8. On the left, select the Dependency link.
9. Verify that the spouse has been added as a dependent with one of the following award statuses: Vet Spouse, or Vet Spouse P&T or Vet Spouse HB. Once this has been verified, then continue.
10. Complete the financial income and medical expenses page as done with any other Veteran's award and add any other decisions required for the award.
11. Generate the award as a single payment to the Veteran of the award.

Veteran Married to Veteran - Separate Checks

The spouse must have a Veteran's record and profile created in the system in order for one of the Vet Spouse award statuses to be available on the Dependency page.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Rating link.
5. Review the rating information tabs. Verify that there is a rating to support the pension payment.

6. If the rating does not support pension, verify that there is a basic eligibility to support the pension payment.
7. If either of these exists, then continue. If not, one of these two decision types will need to be added before continuing.
8. On the left, select the Dependency link.
9. Verify that the spouse has been added as a dependent with one of the following award statuses: Vet Spouse, or Vet Spouse P&T or Vet Spouse HB. Once this has been verified, then continue.
10. On the left, select the Financial link and complete the financial income and medical expense pages as done with any other Veteran's award.
11. Add any other required decisions for the award.
12. Generate the award but do not authorize. Review the net amount on each award line and then return the award.
13. Create an allotment decision for the spouse dated for each award line generated. This requires a 130 apportionment for the spouse as a payee 10 but under this Veteran's claim number.
14. The amount for each allotment decision is one half of the net amount from each award line dated for each decision.

Veteran Increase in SS Causes Decrease in VA Benefits

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results, select the applicable Claim Type. The All Awards page opens.
3. From the left pane, select the Financial link.
4. Enter the claimant's financial decision screens as normal for the adjustment.
5. Generate the award.
6. Notice a reduction due to SSA on the 12-01-XX line.
7. Return the award.
8. Delete the 12-01-XX financial decision that created the reduction.
9. Add/edit the 01-01-XX or 02-01-XX financial line to account for SSA COLA.
10. 01-01-XX represents the COLA reduction or if medical expenses do not increase the award in the new calendar year.
11. 02-01-XX represents the adjustment if new calendar year medical expenses increase the award (Omnibus).
12. Generate the award.
13. Note the increased entitlement amount from the previous rate on 12-01-XX.
14. Return the award.
15. From the left pane, select the Award Adjustments link.

16. Enter the withholding amount of increase previously noted and select **Pension/Continued Rate COLA** as the withholding reason.
17. Withhold from 12-01-XX to 01-01-XX or 02-01-XX, depending on the new rate.
18. Generate the award.

Veteran with Dependents

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Rating link.
5. Review the rating information tabs. Verify that there is a rating to support the pension payment.
6. If there is no rating shown, select the Basic Eligibility link.
7. Verify that there is a basic eligibility to support the pension payment.
8. If either of these exists, then continue. If not, one of them will need to be entered before you continue.
9. On the left, select the Dependency link.
10. Verify that all the dependents have been entered. If not, select Add and enter them now.
11. Select Done.
12. From the Record Decisions page, select the Financial link.
13. Enter the needed financial decisions and income information for all dependents.
14. Select Done.
15. From the Record Decisions page, move the claims to the Selected Claims section.
16. Then generate the award.

Veteran with Income

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Rating link.
5. Review the rating information tabs. Verify that there is a rating to support the pension payment.
6. If there is no rating shown, select the Basic Eligibility link.
7. Verify that there is a basic eligibility to support the pension payment.

8. If either of these exists, then continue. If not, one of them will need to be entered before you continue.
9. On the left, select the Financial link. The Medical Expenses amount will be pulled from the Medical Expenses Calculator and placed into the Financial Decisions tab.
10. Select Add.
11. When prompted, select the calculator type needed for this information.
12. Enter the expense amount, which is always annualized.
13. Complete the rest of the page as needed.
14. When complete, select Accept.
15. Select the Financial Decisions tab.
16. Select Add.
17. When entering the financial information, enter the first Effective Date (after the application of the 38 CFR 3.31) in the Effective Date field.
18. Enter the initial entitlement date.
19. Select the Net Worth check box and enter the family net worth in the Improved Pension Family Net Worth Amount field.
20. Select the Person.
21. Select the Income Type and enter the monthly amount or annual amount as the type dictates.
22. Select Add to save the previous entry and allow an additional decision line.
23. Repeat the above to enter the Social Security income as the Other Income Type and monthly amount.
24. When complete, select Apply. Then select Accept.
25. Select Done.
26. From the Record Decisions page, move the claims to the Selected Claims section.
27. Then generate the award.

Rating Grant of Disability Compensation Prior to 10-01-1982 Scenario

This scenario assumes that you have a rating granting of 10% compensation from July 23, 1981.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected, then select the Record Decisions button.
4. On the left, select the Award Adjustments link. Now access the Other Adjustments tab.
5. Select Add to create a new blank entry row, if one is not already displayed.

6. Select a reason of Replace Gross Rate.
7. Enter an adjustment amount to be paid for the first award line.
8. Enter or select the first effective award date for the From Date field.
9. Enter or select the effective date of the next award line for the To Date field.
10. Repeat these steps for every deduced award line up to 10/01/1982.
11. Select Done to save the addition.
12. Return to the Record Decisions main page and move the claims to the Selected Claims section.
13. Then generate the award. Note the award lines are marked with an asterisk and a message appears above the grid, and that the award begins on August 1, 1981. Since OMNIBUS does not apply prior to October 1, 1982, a GAO action is required to edit the begin date.
14. Select the GAO button.
15. Select the line item that needs to be modified.
16. Select Edit to access the GAO worksheet.
17. Correct the Effective field to read 07/23/1981.
18. Select Accept to save the change.
19. On the previous GAO page, enter the Remarks needed.
20. Select the Generate button. The updated proposed award will display to note that the two lines from the adjustments page have an asterisk and a message above the grid. Since the GAO was used, the message indicates that something was overridden.
21. Select the Gen eDoc button to generate the document for printing.

REPS Awards Scenario

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the appropriate beneficiary. This will take you to the All Awards page.
3. Select the Add New Award button.
4. Select the option REPS then select Accept to return to the All Awards page.
5. Be sure that the new REPS claim tab is selected, then select the Record Decisions button.
6. Select the appropriate claim to associate it with the REPS processing and move it to the right hand side of the Main page.
7. On the left, select the Rating link.
8. Review the rating information tabs. Note if there is a rating for service connected death.
9. On the left, select the REPS link.
10. In the REPS Benefits Decision Data section of the page, the Branch of Service field will automatically populate with the Veteran's branch of service if the Veteran only served in one branch. If there is more than one, then select the desired Branch of Service.

11. Select the decision description for the REPS award being granted in the REPS Eligibility Decision field.
12. Enter the number of REPS family members, in Total Number of REPS Family Members field.
13. The Earned Income, Base FMAX and Base PIA fields will be automatically populated with any previously entered values available in the system. If not available, enter these values for calculation.
14. Select the Add button.
15. Now in the award lines at the top of the page, enter the Award Effective Date of payment.
16. In the Eligibility Decision field, select the decision type that best describes the REPS benefit.
17. In the Other Withholding Amount field, enter the dollar value for any withholdings to be taken against the Gross Amount to be used in calculating the final Net Amount.
18. For child decision, if the Eligibility Decision results in a Grant enter the School Name, Enroll Begin date and the Enroll End date.
19. Select Done to save the addition.
20. Return to the Record Decisions main page and move the claims to the Selected Claims section.
21. Then generate the award.

Retired Pay Scenarios

The following example scenarios provide more information about Retired Pay decisions.

Retired Pay

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Military Payment Info link. If needed, select the Retired Pay tab.
5. Review all the information for accuracy. Make any needed changes if incorrect.
6. Select Done.
7. From the Record Decisions page, select the Award Adjustments link. Then access the Retired Pay tab.
8. Select Add to create a new blank entry row, if one is not already shown.
9. Select the Retired Pay Type.
10. Enter the Adjustment Amount value.
11. Enter or select the date range for withholding to be applied in the From Date and To Date fields.
12. Note the Total Waiver Date value, if needed.

13. Select Done.
14. From the Record Decisions page, move the claims to the Selected Claims section.
15. Then generate the award.

TDRL Ends When Disability Severance Pay Received

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Military Payment Info link. If needed, select the Retired Pay tab.
5. Note the end date of the TDRL.
6. Select Add to create a new blank entry row, if one is not already shown.
7. Select a Retired Pay Type of Temporary Disability Retired Payment.
8. Enter or select the Effective Date showing the date the retired pay ends.
9. Enter the Gross Amount value of $0.00.
10. Select the Discharge Pay tab. Review the data to make sure it matches with the below information.
11. If no data exists, select Add. If data does exist but is incorrect, make the following modifications.
12. Select/Verify a Discharge Pay Type of Disability Severance.
13. Enter/Change the Gross Amount of the disability severance pay.
14. Enter/Change the After Tax Amount of the disability severance pay.
15. Optionally, enter or select the RAD Date associated with the period for which the disability severance pay was received.
16. Enter/Change the Discharge Disabilities information associated with the disability severance pay.
17. Select the Verified check box to note that this information has been verified.
18. Select Done.
19. From the Record Decisions page, move the claims to the Selected Claims section.
20. Then generate the award.
21. Select the GAO button.
22. Select the row where the award effective date is equal to the date from the disability severance pay withholding is to begin.
23. Select Edit to access the GAO worksheet.
24. Enter the Dis Sep Pay Adj amount to be withheld for disability severance pay. The Total W/H and Award Net information will be adjusted to reflect the withholding.
25. Select the Reason of Recoupment of Disability Severance Pay and select Add to move this selection to the selected reasons list.

26. Update the Amount in the beneficiary detail section to reflect the amount of money to be released to the Veteran.
27. Select Accept.
28. On the previous GAO page, enter the Remarks to justify for overriding the entry.
29. Select Generate.
30. When prompted, enter the Disability Pay Balance value and select OK.
31. Select No for the second prompt to confirm that there is not another recoupment balance.
32. Select Gen eDoc to generate the document for printing.

Separation Pay – Two Periods of Service Scenario

When a Veteran has disabilities associated with two separate tours, and separation pay was received for one tour. The Other Adjustments tab is used to allow payment for the tour where separation pay was not received. This scenario will assume that the Veteran has two periods of service. The first tour is a PTSD with a 50% evaluation from May 15, 2007. And the second tour with a right knee condition of 30% evaluation from May 15, 2007. And the Veteran’s separation pay was received for the second tour only. For this situation, we want to be sure that we pay the Veteran at the 50% rate for the PTSD until the separation pay balance is recouped.

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results, locate and select the Veteran. This will take you to the All Awards page.
3. Be sure that the needed claim tab is selected, then select the Record Decisions button.
4. On the left, select the Military Payment Info link. If needed, select the Discharge Pay tab.
5. Select Add to create a new blank entry row, if one is not already shown.
6. Select a Discharge Pay Type of Separation.
7. Enter the Gross Amount Received and the After Tax Amount Received values.
8. Enter or select the RAD Date to identify the period of service for which the Separation Pay was received.
9. Select Done.
10. From the Record Decisions page, select the Award Adjustments link. If needed, select the Separation Pay tab.
11. Select Add to create a new blank entry row, if one is not already shown.
12. Select a Separation Pay Type of Separation. Note the balance to be recouped has been populated into the Original Balance based on the prior entries on the Military Pay Info page.
13. Enter or select the Award Effective Date to identify when the withholding is to begin.
14. Select the Other Adjustments tab.
15. Select Add to create a new blank entry row, if one is not already shown.
16. Select an Adjustment Reason of Preserve Net Rate.

17. Enter the Adjustment Amount, which is the amount to pay for the conditions associated with the tour where no separation pay was received.
18. Enter or select the From Date and To Date values, if needed.
19. Select Done.
20. From the Record Decisions page, move the claims to the Selected Claims section.
21. Then generate the award.

Survivors Benefit Plan (SBP) Scenarios

The following example scenarios provide more information about Survivors Benefit Plan (SBP) decisions.

If there is an SBP for the widow with no overpayment, note the SBP information as described in Record the Amount and Set the Indicator. Then process the DIC Spouse award without referral to the Finance division.

If there is an overpayment, follow the steps in Overpayment Exists before referring the award for authorization.

Record the Amount and Set the Indicator

1. In the Awards application, search for the Veteran using the SSN/FN on the Awards Search page.
2. In the All Claims section of the search results locate and select the Spouse. This will take you to the All Awards page.
3. Be sure that the needed award tab is selected then select the Record Decisions button.
4. Move the claims to the Selected Claims section.
5. On the left of this page, select the Military Payment Info link and make sure the Retired Pay tab is active.
6. Select Add to create a new blank entry row, if one is not already shown.
7. Select a retired pay type of Survivor's Benefit Plan.
8. Enter or select the Effective Date value.
9. Enter the Gross Amount value.
10. Select Done.
11. From the Record Decisions page, verify that the SBP indicator has been set.
12. Then generate the award and have it authorized.

Overpayment Exists

These steps are to be performed prior to the authorization of the award.

1. Note the SBP information as described in the SBP – Record the Amount and Set the Indicator steps above.

2. Make sure to record all decisions supporting the grant of DIC benefits to the surviving spouse.
3. Return to the Record Decisions main page.
4. Move the claims to the Selected Claims section.
5. Then generate the award BUT do not have it authorized.
6. Refer the case to your local Finance division so the overpayment amount can be established.
7. When notified by Finance that this process has been completed, have the award authorized.

System Flashes Scenario

To display flashes:

1. Using VBMS-CORE, create a CPL claim.
2. Using VBMS-Rating, finalize the rating associated with the claim. Make sure the applicable Withholding Information and Withholding Percent is entered. These apply only to Disability Severance Discharge Pay types.
3. Using VBMS-Awards, navigate to the Record Decisions page and select the Military Payment Info link. Enter the applicable Gross Amount and After Tax Amount.
4. Navigate to the Record Decisions page and select the Award Adjustments link. Select the Disability Pay tab and choose Disability Severance from the Payment Type selection list. The Payment Type and Original Balance appear pre-populated. Enter the Award Effective Date.
5. Generate the award, generate letter, and authorize the award.
6. A flash indicating a Disability Severance Pay Case (a specific Discharge Pay Type) is shown on the All Awards, Record Decisions, and Current/Proposed Award authorization pages.
7. Navigate to the Record Decisions page and select the Military Payment Info link. Enter a different Discharge Pay type such as Readjustment.
8. Navigate to the Record Decisions page and select the Award Adjustments link. In the Separation Pay tab, choose Readjustment from the Separation Payment Type selection list. The Payment Type and Original Balance appear pre-populated. Enter Award Effective Date.
9. Generate the award. A flash indicating a Proposed Readjustment Pay Case appears on the Current/Proposed Award authorization and Record Decisions pages.
10. The All Awards page displays the current award.

Note that there is no flash when the latest dated award line that is less than or equal to “today” shows a severance pay balance bucket that is empty or equal to $0.00. This holds for both current and proposed awards.