



Instructions for Amending a Claim

You may amend your claim if you have already filed a claim and meet one of the following circumstances:

- The WTC Health Program certifies you for a condition not previously certified, or you are diagnosed with a new 9/11 related injury or condition that qualifies for verification through the VCF [Private Physician process](#).
- Your injury or condition substantially worsens, resulting in loss that was not previously compensated.
- You have incurred additional economic losses due to your eligible injury or condition.
- You have information in support of your claim that was not submitted to the VCF when your award was determined and that you believe would affect the amount of your calculated loss.
- You need to add, change, or remove the Personal Representative or parent/guardian on an existing claim.
- Your claim was denied or deemed inactive because you did not respond to the VCF's request for missing information and you are now ready to provide the requested documents.
- You have received the initial award determination on your claim and are seeking reimbursement for out-of-pocket medical expenses that total more than \$2,000.
- You previously submitted a claim for one or more components of economic loss and now want to withdraw that portion of your claim.
- Your online claim status is "Determination Made: Processing" and you have new documents you would like the VCF to review. After you receive the letter notifying you of your award, you will need to file an amendment to have the new documents reviewed.

Follow the instructions below to amend your claim. Be sure to carefully review the instructions so you are prepared to complete your amendment in full, including submitting any required supporting documents.

If you submitted a Hard Copy Claim Form or need to submit your Amendment in Hard Copy:

- **To add a new 9/11-related condition:** Submit a cover letter requesting to amend your claim to add the new condition(s). If you are being treated by the WTC Health Program for the condition, submit your WTC Health Program certification letter.

NOTE: If you are not being treated by the WTC Health Program for your new condition(s), you must seek certification for your condition(s) through the WTC Health Program in order for the VCF to evaluate the condition(s) as eligible for compensation. **Please do not amend your claim until the new condition has been certified for treatment by the WTC Health Program.** The VCF cannot review your newly claimed condition until you submit your WTC Health Program certification letter showing the condition has been certified for treatment. In certain very limited circumstances, you may be able to seek verification of the condition through the VCF Private Physician process. Information about the criteria to be a candidate for the Private Physician process can be found on the VCF website under "Forms and Resources."

- **To add other eligibility information:** Submit a cover letter requesting to amend your claim and provide details about the new information you are submitting. Mail the letter with the required supporting documents based on the type of amendment.
- **To add new Compensation information, claim additional losses, withdraw a prior claim for lost earnings, request or provide information regarding the WTC Health Program Disability Evaluation Process, or seek reimbursement for out-of-pocket medical expenses:** Call the VCF Helpline at 1-855-885-1555 for instructions.
- **To add, change, or remove the Personal Representative or Parent/Guardian:** Complete and submit Part I of the VCF Claim Form. In addition to completing this information, **you must also submit the [required documents](#) that are needed in order for the VCF to validate the representative's authority** to act on the victim's behalf. If the supporting documents are not submitted, the claim will be deactivated and will not be reviewed until the necessary documents are submitted and determined to be sufficient. A detailed explanation of the [documents required](#) by the VCF when a claimant files a claim on the victim's behalf can be found on the VCF website under "Forms and Resources."



If you submitted your claim form Online:

Log in to your claim. Go to the Summary Table to check the current status of the specific section of your claim form (Eligibility or Compensation) that you need to amend. You will only be able to amend your claim if you have previously submitted the applicable section of the form. If the status shows as “Incomplete,” you will not be able to amend your claim but can edit the information directly into the form before submitting it.

NOTE: If the claim status shows as “On Hold – Claimant Passed Away,” you will not be able to submit an eligibility or compensation amendment without first submitting an amendment to add a Personal Representative to the claim. You should only amend the personal injury claim if the claimant’s death is **not** believed to have been caused by an eligible 9/11-related condition. Please see the VCF website for important [instructions](#) regarding steps to take if a claimant passes away after filing a personal injury claim.

1. Click on your VCF number to get to the “Claim Details” page.
2. Click on the “Amendments” tab where you can view previously submitted amendments or submit a new amendment. Previously submitted amendments can be viewed by clicking on the amendment number, but they cannot be edited.

• **To add a new 9/11-related condition:**

1. Click on “Add New Condition.”
2. Select the new condition(s) from the drop down list and click “Add Condition.” Enter additional details or information about your amendment in the text field provided.
3. Click “Submit Amendment” to submit your amendment. You will return to the “Amendments” screen where you can start a new amendment (if applicable) and view the submitted amendment.

NOTE: If you are not being treated by the WTC Health Program for your new condition(s), you must seek certification for your condition(s) through the WTC Health Program in order for the VCF to evaluate the condition(s) as eligible for compensation. **Please do not amend your claim until the new condition has been certified for treatment by the WTC Health Program.** The VCF cannot review your newly claimed condition until you submit your WTC Health Program certification letter showing the condition has been certified for treatment. In certain very limited circumstances, you may be able to seek verification of the condition through the VCF Private Physician process. Information about the criteria to be a candidate for the Private Physician process can be found on the VCF website under “Forms and Resources.”

• **To add other eligibility information:**

You should use this option if you are submitting new information related to your presence at the site, your participation in a 9/11-related lawsuit, or if your claim was previously denied and you are submitting new information for the VCF to review.

1. Click on “Other Eligibility Amendment.”
2. Enter details about your amendment in the text box. It is also helpful if you list the filenames of any documents you are uploading in support of your amendment.
3. Click “Submit Amendment” to submit your amendment. You will return to the “Amendments” screen where you can start a new amendment (if applicable) and view the submitted amendment.

• **To add new compensation information, claim additional losses, withdraw a prior claim for lost earnings, request or provide information regarding the WTC Health Program Disability Evaluation Process, or seek reimbursement for out-of-pocket medical expenses:**

1. Click on “Compensation Change.”
2. Use the check boxes to indicate the specific change(s) you would like the Special Master to consider:
 - a. Reimbursement for Out-of-Pocket Medical Expenses
 - b. Withdraw prior claim for Lost Earnings
 - c. Loss of Earnings
 - d. Request for consideration for the WTC Health Program Disability Evaluation Process
 - e. Submit WTC Health Program Disability Evaluation Report
 - f. Replacement Services
 - g. Non-Reimbursed Burial and Memorial Services Costs (for deceased claims only)

