Listed below are several important reminders that will help the VCF process your clients' claims as quickly and efficiently as possible.

General Information

- Please make sure that the date of birth and address listed in CMS are correct for each of your clients. The accuracy of this data is particularly important as the VCF uses this information to determine if NIOSH has certified the claimant for any conditions.
- Our Claims Processing Center is still working through the large number of documents that were submitted in the April and May timeframe. We appreciate your patience in allowing time for the receipt and processing of these documents. For new claims submitted during this timeframe, please understand that it may take slightly longer than usual for our staff to begin the detailed review of these claims.
- When your clients call the VCF Helpline, our staff will answer their questions to the fullest extent possible and then refer the caller back to the law firm for additional details. Our goal is to answer the caller's questions, but remain aware of your relationship as their attorney and encourage them to contact you for claim-specific questions that you are in the best position to answer.

Eligibility Form

- All Part IV Attestations and Certifications and all applicable Exhibits need to be completed in full. Please pay special attention to the areas requiring initials and remember the documents must be submitted with original initials and signatures. PDF fillable versions of the Attestations, Certifications, and Exhibits can be found here.

Forms for Non-WTCHP Physicians

- The VCF continues to work closely with NIOSH to gather the information that is needed in order to determine whether a claimant's medical condition(s) can be certified as eligible for compensation from the VCF. For claimants who do not appear in the WTCHP database or whose conditions are not certified for treatment under the WTCHP, the VCF will soon be publishing forms for these claimants to provide to their treating physicians. Once these forms are published, the VCF will notify you of any claimants you represent who will need to have these forms completed by their physician(s) and will send you the forms and instructions. These forms will also be available on the VCF website so that you will be able to access them for any of your clients who you know will need to have them completed based on their individual circumstances.

Compensation Form

- All Part X (PI Form) or Part XI (Deceased Form) Attestations and Certifications need to be completed in full. Please remember the documents must be submitted with original initials and signatures.
- Remember to submit Compensation Form Exhibit 1, "Social Security Administration Consent for Release of Information and Request for social Security Earnings Information", for any of your clients who are claiming past or future economic loss or who are receiving Social Security disability benefits. This exhibit contains an authorization for the Social Security Administration to release information to the VCF

related to earnings and Social Security benefits. Please be sure your clients sign this authorization and submit the original, signed form with the completed Compensation Form. Click here to download and print the Exhibit.

- Please continue to upload to the online claim and/or mail to the VCF any information and documentation available to support claimed economic loss

Payment

- When you receive the letter informing your client of the amount of calculated loss for their claim, you no longer need to return the accompanying form if the claimant agrees with the calculation. Instead, be sure to submit the ACH Payment Information Form and the original Client Authorization to Pay the Law Firm account (if applicable) so that we can begin the payment process as soon as the 30-day period to appeal has ended.
- Please be careful to complete, or ensure your client completes, each field on the ACH Payment Information Form, including the section that must be completed by the financial institution. Please be careful to ensure that the information in each section of the form is legible and complete. If the form is missing information or cannot be read by the VCF, payment may be delayed.
- If you have an agreement with your clients to have the VCF deposit their payment into a law firm account, please review FAQ 8.9 for specific instructions on the required information you must submit. The client authorization to pay the law firm account must be an original, signed document and must include the information outlined in the FAQ.