

**From:** [Communications, VCF \(CIV\)](#)  
**To:** [Communications, VCF \(CIV\)](#)  
**Subject:** Important Update re: NYCERS documentation for Deceased Individuals  
**Date:** Monday, December 06, 2021 1:06:13 PM  
**Attachments:** [image001.png](#)

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**\*This email is sent from an unattended mailbox.\***

Good afternoon,

This email provides an important update to the process for obtaining NYCERS documents for deceased individuals.

As you know, the VCF's original information sharing arrangement with NYCERS did not include the exchange of information for deceased individuals, and the Personal Representative (or his/her legal representative) was required to go to NYCERS directly to request the information needed for the VCF claim. We recently met with NYCERS and have agreed that the VCF will now obtain this documentation directly from NYCERS as part of our information exchange.

**Effective immediately, you should stop sending requests to NYCERS for documentation for deceased individuals.** All requests must now be sent by the VCF to NYCERS through our established information exchange. **Please read these IMPORTANT INSTRUCTIONS:**

- *If you have already requested documentation for a deceased victim from NYCERS and that request is still pending (you have not yet received the documents), you will need to submit a completed Exhibit B1 to the VCF so we can resubmit the request to NYCERS. They have informed us that this will expedite the process for any pending requests.*
  - When you upload the B1 to the claim, please include either a copy of the request you originally sent to NYCERS that clearly shows the date it was sent, or a document that provides us with the date you sent the request. The date of the original request is important given NYCERS guidelines regarding Letters of Administration (see more information below).
- *If you have filed a VCF claim for a deceased individual and have **not** yet requested documentation from NYCERS, do not contact NYCERS. Instead, notify us either by uploading a document to the claim or alerting our Helpline so we know to send the request to NYCERS. You will also need to upload the completed Exhibit B1 to the claim if you have not already done so.*
- *For new claims you submit going forward for deceased individuals who were NYCERS members, as you do for personal injury claims, submit a completed Exhibit B1 for the deceased victim. We will submit this to NYCERS along with the Personal Representative's Letters of Administration (LOAs). NYCERS will only accept LOAs dated within one year of the date the VCF (or the law firm for requests already sent directly to NYCERS) sends the request for information to NYCERS. Therefore, we may ask you to obtain updated Letters of Administration if they are older than one year at the time of our request. Please do not contact NYCERS if we ask you for updated LOAs as the one year rule applies to all requests for documents and this will burden their limited resources and delay the process. We will*

continue with our current process of sending these requests at the earliest possible point in the claim review process.

All requests for NYCERS documentation for VCF claims must come from the VCF and will be handled through our established process with NYCERS.

As always, please contact our law firm liaisons with any questions.

Thank you.

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