

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: Important Updates and Reminders: NYSLRS, Expedite Requests, and NYCERS
Date: Wednesday, October 12, 2022 8:57:52 AM
Attachments: [ExhibitB1.pdf](#)
[image002.png](#)

This email is sent from an unattended mailbox.

Good afternoon,

This email provides several important updates and reminders.

1. **NEW! VCF Agreement with NYSLRS for Pension Information**

The VCF has established an information sharing arrangement with the New York State and Local Retirement System (NYSLRS), which will allow us to obtain pension information for living and deceased claimants directly from NYSLRS, as we do with other entities.

Effective immediately, you should stop sending requests to NYSLRS for pension information

All requests will now be sent by the VCF to NYSLRS through our established information exchange.

Please read these IMPORTANT INSTRUCTIONS:

- We have updated the [Exhibit B1](#) form to include an option for NYSLRS under Question 7. As a reminder, claimants must always initial the three boxes on the right under Question 9(a). The form is attached for convenience. *Please remember to always use the forms from our website as those are the most up-to-date versions of the forms.*
- ***For new claims you submit going forward for NYSLRS members***, submit a completed Exhibit B1 with the claim.
- ***If you already filed a VCF claim for a NYSLRS member and have not yet requested documentation from NYSLRS***, do **not** contact NYSLRS now. Doing so will delay the processing of the claim. Instead, you should upload a completed version of the **updated** Exhibit B1 form to the VCF claim.
- ***If you have already requested documentation for a claimant from NYSLRS and that request is still pending (you have not yet received the documents)***, you should wait for NYSLRS to respond to that request. They have confirmed that they process all requests on a first come, first serve basis, so pending requests will be processed before the new ones sent by the VCF. If there are particular claims that have been pending for over two months, please provide our law firm liaisons with the claim number, claimant name, and date you sent the request to NYSLRS, and we will follow up directly with NYSLRS. Please provide this information to us no later than October 31, 2022.

Please do not send requests directly to NYSLRS going forward. This will overload their limited resources and delay the process. Once we have the completed Exhibit B1, we will work directly with NYSLRS to get the information we need.

2. Process Update and Reminder: Expedite Requests for Financial Hardship

- **Process Update:** Effective immediately, *for financial hardship expedited claims only*, we will remove the “Expedite” status from the claim once the payment has been made. Our assumption is that the payment has resolved or lessened the financial hardship and it is no longer appropriate to expedite the claim. This means if your client decides to appeal the decision on the award, we will not expedite the scheduling of the hearing or the post-hearing determination. If you believe the payment does not resolve the financial hardship, you may submit an explanation and updated documentation and we will consider the exception request.
- **Important Reminder:** In the call with law firms held on April 26, 2022, we discussed several reminders about the expedite process. We encourage you to read the notes from that call on this topic: <https://www.vcf.gov/communications-law-firms/law-firm-meeting-notes-april-2022>.

We are continuing to receive requests for expedited processing based on financial hardship that do not demonstrate that the claimant faces truly imminent circumstances. As noted during the April call, before asking the VCF to expedite a claim for financial hardship, you must be able to submit documentation that shows the claimant faces truly imminent, dire circumstances. We generally consider such circumstances to be active eviction, foreclosure, or homelessness. The fact that a claimant has and owes bills is not a sufficient basis to expedite a claim. In addition to the documentation that shows imminent hardship, you must provide documentation that gives the VCF a full picture of the claimant’s overall financial situation.

3. Important Reminder about NYCERS Documentation

Please **do not** contact NYCERS directly about documentation for VCF claims, as this burdens their limited resources and delays the process. We have been notified that firms have been contacting NYCERS about obtaining updated Letters of Administration if they are older than one year at the time of our request. If the LOAs for a particular claim are outdated, the VCF will contact you about obtaining updated documents.

Thank you.

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