

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: VCF Communications
Date: Thursday, May 2, 2024 1:01:18 PM
Attachments: [image001.png](#)

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Good afternoon,

The following updates were recently made to the VCF website:

- [Definitive Proof of Presence Chart](#) updated to include Salvation Army and New York State Department of Environmental Conservation.
- [Policies and Procedures Section 1.9](#) updated to include presence information for:
 - **Salvation Army:** The VCF has an arrangement with the Salvation Army in which the Salvation Army will provide documents directly to the VCF regarding proof of a Salvation Army employee's or volunteer's presence at the site. As a result, Salvation Army employees or volunteers do not need to submit any documents as proof of presence at the site unless the VCF specifically request such documents. Contacting the Salvation Army directly will not expedite the processing of your claim and, in fact, may delay processing of the claim by tying up limited resources at the Salvation Army. If the VCF needs additional information from you after reviewing your claim form and documentation, the VCF will contact you.
 - **New York State Department of Environmental Conservation:** If you were employed by the New York State Department of Environmental Conservation and worked in the NYC Exposure Zone during the period beginning on September 11, 2001, through May 30, 2002, the New York State Department of Environmental Conservation may be able to provide you with a letter verifying your presence.

You should contact human resources by email at personnel@dec.ny.gov or call 518-402-9273 and request that they directly send the VCF an employer verification letter. In the body of the email, please include the following: your first name, last name, last four digits of your social security number, your location between September 11, 2001, and May 30, 2002, permission to disclose the information to the VCF, and the VCF's official email address, VCF.Thirdpartyverification@usdoj.gov, which is where human resources can directly send their response. If the VCF needs additional information from you after reviewing your claim form and the letter, the VCF will contact you.

Thank you.

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VCF Helpline: 1-855-885-1555

Website: www.vcf.gov

Information for Law Firms: www.vcf.gov/lawfirms

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