

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: New Presence Information for New York City Department of Corrections
Date: Wednesday, July 16, 2025 9:10:45 AM
Attachments: [image001.png](#)

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Good morning,

The following updates were recently made to the VCF website:

- [Policies & Procedures Section 1.9](#): Updated to add proof of presence instructions for employees of the New York City Department of Corrections. For ease of reference, the information is provided below.

NYC Department of Corrections

If you were employed by the NYC Department of Corrections and worked in the NYC Exposure Zone during the period beginning on September 11, 2001, through May 30, 2002, you should contact Zenobia Daniel at Zenobia.Daniel@doc.nyc.gov and copy the HR Employee Services at HREmployeeServices@doc.nyc.gov, and request a "VCF Verification" letter detailing your specific work locations between September 11, 2001, and May 30, 2002. Ask Ms. Daniel to send the letter directly to the VCF at VCF.Thirdpartyverification@usdoj.gov. You should also notify the VCF once you have requested the letter, so we know to expect it in support of your claim. You can notify us by uploading a note to your claim, or by calling our VCF Helpline at 1-855-885-1555. We will review everything in your claim and will contact you if we need any additional information.

Thank you.

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