



START: Register and **Submit Claim**

Register and submit vour complete Claim Form online or in hard copy. including Eligibility and Compensation information and required supporting documents.

You will receive a letter confirming we have received your claim form.

STEP 1: **Conduct Preliminary** Review

- · Review claim to confirm receipt of documents required for processing: applicable Exhibits. Signature Page, presence documents, and documents required for Personal/Authorized Representatives (if applicable).
- Confirm we have received a complete Exhibit A -"Authorization for Release of Medical Records" by mail with original signatures. Once confirmed, we contact the WTC Health Program for information about your certified condition(s).
- If applicable, we request information from certain government entities, employers, and other third parties.

When we conduct our preliminary review, if we don't have the minimum documents required to process your claim, we mark your claim "Inactive" while we await your documents. If there is no response after 60 days, the claim may be denied. You can amend vour claim once vou have the necessary documents.

"Submitted" or "Submitted: Pending Preliminary Review"

Online Status*

"Preliminary Review" or "Inactive" or "Ready for Reviewer: Pending Review"

Review · Once we have all

ELIGIBILITY REVIEW

STEP 2:

Substantive Eligibility

- documents required for processing, we review the claim to determine if the victim is eligible for compensation. This includes:
 - Verifying the claim was registered by the applicable deadline.
 - · Confirming the victim has an eligible 9/11related physical condition.
 - · Verifying the victim's presence at site.
 - Confirming timely resolution of any 9/11-related lawsuits.
- · If applicable, we also validate the Personal or Authorized Representative.
- · If the claim is missing documentation that we need in order to render an eligibility decision, you will receive a "Missing Information" letter.

Once your claim is under substantive review, if you don't respond to our missing information request after 30 days, we render a decision based on the information contained in your file at that time.

"Approved" or "Denied"

STEP 3: Render Eligibility Decision

 Once a decision is rendered, we send a letter explaining the outcome of our review.

· If eligibility is

moves to the next step: Compensation Review. If you are claiming noneconomic loss only, we evaluate eligibility and compensation together.

approved, your claim

· If eligibility is denied, the review of your claim stops at this step. Your eligibility decision letter explains how to appeal the decision and how to amend your claim in the future when you are able to provide additional information for consideration.

STEP 4: Conduct Initial Compensation Review

- Once eligibility is approved. we begin initial review of vour compensation information. This includes determining the types of loss being claimed.
- If you are claiming only non-economic loss, your claim moves to Step 5.
- If you are claiming economic loss, we contact third parties such as the SSA, FDNY, and NYPD to request information regarding pensions, disability, and/or earnings history if we have not already done so as part of our preliminary review (Step 1).
- If the claim is missing documentation that we need in order to render a decision, you will receive a "Missing Information" letter.

When we conduct our initial review. we notify you of any missing information via a letter. We wait 30 days for a response and then we render a decision based on the information contained in your file at that time.

"Submitted: Pending Preliminary Review" or "Preliminary Review" or "Ready for Reviewer: Pending Review" or "Under Review"

STEP 5: Complete Compensation **Review and Calculate** Award

COMPENSATION REVIEW

- · Each award is calculated individually, so claims that have more complex compensation information take more time to review. Our review includes:
- Determining noneconomic loss. often called "pain and suffering," based on the severity of the physical harm.
- Calculating economic loss, including past and future lost earnings. if claimed.
- Confirming collateral offsets. including payments received from pension funds, life insurance. SSA. workers' compensation, and settlements from 9/11-related lawsuits.

If we do not receive the documents necessary to calculate economic loss, or if the documents are not submitted in a timely manner, we may issue an award for noneconomic loss only.

STEP 6: **Issue Award Decision** and Process Payment

- · Once the award is calculated, we send a letter explaining the breakdown of vour award and an option to appeal the decision within 30 days, if you believe an error was made in the calculation.
- · If you do not appeal, we authorize payment within 20 days of the end of the 30-day appeal period. If you do appeal, payment is authorized once a decision is rendered following your appeal.
- Once payment is authorized, it may take up to 3 weeks for the U.S. Treasury to disburse the money into the bank account designated on the payment authorization document you submitted to the VCF.
- Once Treasury confirms payment has been made, we send a letter confirming your payment has been issued.

"Under Review" or "Determination Made: "Special Master Processing" or "Comp. Review" Determination Sent"

"Under Review"

^{*} You can check the status of your claim in the online system at any time. A list of claim status definitions can be found here, and is also posted on the www.vcf.gov website under "Forms and Resources." You may amend a claim at any time to add a new condition, to claim a new loss, and/or to submit additional information that may be relevant to the claim.