

**Veterans Services Division  
BULLETIN**

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TO: ALL COUNTY VETERANS SERVICE OFFICERS

SUBJECT: CHANGES TO THE *CALVET PROCEDURE MANUAL FOR SUBVENTION AND MEDI-CAL COST AVOIDANCE*, EDITION 1, EFFECTIVE JULY 1, 2015

FROM: KEITH BOYLAN  
DEPUTY SECRETARY, VETERAN SERVICES DIVISION

In accordance with the statutory requirements related to the County Veteran Service Officer (CVSO) program contained in Title 38, Code of Federal Regulations, Sections 1.503, 1.524, 1.525, and Sections 14.626 through 14.633, as well as the statutory requirements of the California Military and Veterans Code (M&VC), Article 4, Sections 970 through 973 and the California Code of Regulations (CCR), Title 12, Sections 450 through 455, the following list identifies changes to the *CalVet Procedure Manual for Subvention and Medi-Cal Cost Avoidance*, Edition 1, effective immediately.

**Changes Related to Subvention Program Overview Section of the Manual:**

- The term DOCUMENTATION has been removed from the title. Title of manual is now *CalVet Procedure Manual for Subvention and Medi-Cal Cost Avoidance*.
- Replaced Introduction Section with Contents Section so the *CalVet Procedure Manual for Subvention and Medi-Cal Cost Avoidance* is more user friendly and information is more easily located.
- Reference to U.S. Code Sections corrected to reflect Code of Federal Regulation Sections.
- CalVet CVSO Auditor identified along with contact telephone number.

**Changes Related to the Subvention Program Section of the Manual:**

- Applicable regulations are specified as related to county requirements for Subvention funds.
- Format example for the College Fee Waiver Activity Report updated to reflect how VetPro report will display College Fee Waiver information.
- New program documentation requirement. **Beginning July 1, 2016 all auditable forms claimed as a Subvention Program workload unit activity must be uploaded/scanned into VetPro.** In the interim, any request for documentation by the CVSO Auditor, in an effort to verify Subvention Program workload unit claims, must be provided within two weeks of the date requested.

- CalVet College Fee Waiver applications (DVS-40), along with all supporting documentation required to grant or deny each application, will be audited by the CalVet CVSO Auditor.
- CalVet College Fee Waiver delegation of authority requirement language inserted.
- CalVet College Fee Waiver delegation of authority letter template for six month periods inserted.
- Subvention fund distribution for \$5,600,000.00 documented.
- Subvention & Medi-Cal Cost Avoidance delegation of authority language inserted.
- CVSO Outreach and Special Activities Reporting; CVSOs will be required to submit fiscal year information on their outreach activities to CalVet by September 1.
- CalVet Subvention Certificate of Compliance includes language stating that the county will report in accordance with the *CalVet Procedure Manual for Subvention and Medi-Cal Cost Avoidance* and also states the current fiscal year.
- Claim for Subvention funds for first semi-annual period for current fiscal year inserted.
- Claim for Subvention funds for second semi-annual period for current fiscal year inserted.
- Subvention & Medi-Cal Cost Avoidance delegation of authority letter template inserted.
- VA Forms that are created/completed using VetPro must be saved in the VetPro Database.
- VA Form 21-0966 (Intent to File a Claim for Compensation and/or Pension, or Survivors Pension and/or DIC) is NOT an allowable workload unit claim for Subvention or Medi-Cal Cost Avoidance purposes.
- No additional workload unit credit shall be taken for resubmitting a previously denied auditable claim due to the VA rejecting the initial claim due to incomplete information. Resubmissions of claims/documents to the VA due to incomplete information must be recorded as non-auditable activities.
- No auditable VA form used as a transmittal in order to complete a FDC package will be allowed as a workload unit (see Manual for specific example).
- All reference to fiscal year shall be the period from July 1<sup>st</sup> to June 30<sup>th</sup>.
- EZ Form label added to EZ Forms (e.g., 10-10EZ, 21-527EZ, and 21-534EZ) to acknowledge the ability to submit these claims under the Fully Developed Claim (FDC) program.
- VA Form 21-8678 (form number does not exist) has been properly labeled 10-8678 (Application for Annual Clothing Allowance).
- Veteran Affairs (VA) Form 21-530 (form number does not exist) has been properly labeled 21P-530 (Application for Burial Benefits).
- VA Form 21-551 (form number does not exist) has been properly labeled 21-601 (Application for Accrued Amounts Due a Deceased Beneficiary).
- VA Form 21-4138 (Statement in Support of Claim). Allowable and Not Allowable uses of this form, as well as documentation requirements when submitting this form, are specified.
- VA Form 21-4555 (form number does not exist) has been properly labeled 26-4555 (Application in Acquiring Specially Adapted Housing or Special Home Adaptation Grant).
- DVS 40 language clarified to state that one DVS 40 application is to be completed per student for each academic year claimed.
- VA Form 29-8283 (form number does not exist) has been properly labeled SGLV8283 (Claim for Death Benefits).
- VH-R10 (Veterans Home of California Admission Application) which was erroneously omitted from the previous edition of the manual has been included in this edition of the manual as an auditable workload unit claim.

### **Changes Related to the Medi-Cal Cost Avoidance Section of the Manual:**

- DHCS list of eligible Medi-Cal Aid Codes updated.
- Program documentation requirement. **Beginning July 1, 2016 all CW-5, MC05, and any other auditable form claimed as a Medi-Cal Cost Avoidance workload unit activity must be uploaded/scanned into VetPro.** In the interim, any request for documentation by the CVSO Auditor, in an effort to verify Medi-Cal Cost Avoidance workload unit claims, must be provided within two weeks of the date requested.
- CalVet Medi-Cal Certificate of Compliance includes language that the CVSO is responsible for administering this program in accordance with *the CalVet Procedure Manual for Subvention and Medi-Cal Cost Avoidance* and current fiscal year.
- Maintenance of Benefit Medi-Cal Cost Avoidance award for completion of an Eligibility Verification Report (EVR) has been eliminated and column three of the Daily Activity Report (DVS 19) has been adjusted to reflect this elimination.
- CW-5 or MC05 verifications must be verified by the CVSO/CVSO representative within 6 months from the date of receipt. For claims that are opened/reopened based on the receipt of a CW-5 or MC05, DHCS will allow up to 12 month from the date the CW-5 or MC05 was received.
- Language included to account for California Department of Health Care Services (DHCS) Military Verification & Referral Form (MC05) that will be distributed sometime during the state fiscal year 2015-2016.
- Benefit Enhancement language added after each reference to claim open/reopen in the Medi-Cal Cost Avoidance Section of the manual per DHCS request.
- Only one new or reopened Medi-Cal claim per Medi-Cal case per fiscal year (fiscal year is the period from July 1<sup>st</sup> to June 30<sup>th</sup>).
- VA 10-10 series forms (applications for medical benefits) now included as a Medi-Cal Cost Avoidance activity.
- VA Form 21-4138 (Statement in Support of Claim). Allowable and Not Allowable uses of this form, as well as documentation requirements when submitting this form, are specified.

### **Changes Related to the Award Register Section of the Manual:**

- Award rates used in the Posting of Original Award example modified to show VA rates effective December 1, 2013.
- Stale Award Advisory allows awards to be posted within 12 months of the award notification date.

### **Changes Related to the Proper Reporting of Award Workload Units Section of the Manual:**

- No more than 1 Prior Award Verified per case, per fiscal year language inserted.

**Changes Related to the Workload Verification and Audit Protocol Section of the Manual:**

- All counties will be audited via VetPro beginning February 1<sup>st</sup> (for the semi-annual reporting dates of July 1<sup>st</sup> to December 31<sup>st</sup>) and August 1<sup>st</sup> (for the semi-annual reporting dates of January 1<sup>st</sup> to June 30<sup>th</sup>).
- CalVet CVSO Auditor will notify the CVSO of discrepancies via e-mail and provide an opportunity (two weeks) for response language inserted.
- Appeal process language for the CVSO to follow if the CVSO is not in agreement with the CVSO Auditor's findings inserted.
- Detailed audit language revised to state that audits will include a detailed audit.

**Changes Related to the Daily Activity Report (DVS 19):**

- Updated to account for DHCS's MC05 form that will be distributed sometime during the state fiscal year 2015-2016.
- Updated to remove the Medi-Cal 5 workload unit award for Maintenance of Benefits due to completion of an EVR.

If you have questions, please contact the CalVet CVSO Auditor, Jesus Lopez at (916) 653-2573.

  
for KEITH BOYLAN  
Deputy Secretary  
Veterans Services Division

cc: California Department of Health Care Services

This bulletin format will be used by the CalVet Veterans Services Division as a standard way of communicating information to County Veterans Service Officers. The objective is to provide a format that can be easily maintained by the CVSO. The first two digits in number of each Bulletin will show the year of issue, the following number indicates the consecutive number of the issue during the year.