



CALIFORNIA DEPARTMENT
OF VETERANS AFFAIRS

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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*, EFFECTIVE JULY 1, 2016

FROM: KEITH BOYLAN
DEPUTY SECRETARY, VETERANS 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*, effective July 1, 2016.

Changes Related to Subvention Program Overview Section of the Manual:

- Language added that requires a CVSO and County VSRs to become accredited by CalVet within 18 months of appointment. Effective October 1, 2016, failure to become accredited by CalVet within 18 months of appointment may result in the loss of Subvention payments from CalVet.

Changes Related to the Subvention Program Section of the Manual:

- Subvention Requirements Calendar.
 - The following documents must be submitted to CalVet via the Agency Attachments in VetPro:
 - Division of Veterans Services (DVS) 16 report.
 - Net County Cost Report.
 - Annual Subvention Certificate of Compliance.
 - Semi-Annual Claim for Subvention Funds.
 - Month of April identified as the calendar period that the Letters to Board of Supervisors for each county are sent.
 - Further information provided which explains the required CVSO outreach metrics.
- Records Retention Requirements. To receive workload unit (WLU) credit, all documents/records necessary to substantiate each WLU claim MUST be in VetPro.

- CalVet College Fee Waiver. All CalVet college fee waiver applications and supporting documentation MUST be in VetPro.
- CalVet College Fee Wavier Delegation of Authority Letter. If a CVSO has delegated the authority to approve and deny CalVet college fee waiver applications, a signed copy of the Delegation of Authority Letter MUST be in VetPro as an agency attachment.
- Subvention Payments. Allocation language based on CCR, Title 12, Section 453 (b)(1) updated.
 - Monetary amounts updated to reflect \$5.6M.
- CVSO Outreach and Special Activities Reporting. M&VC Section 974 (a) and CCR, Title 12, Section 452 (d)(5) reporting requirements.
- Annual Subvention Program Certificate of Compliance. Language updated to state that the CVSO and Veteran Service Representative staff must achieve and maintain CalVet accreditation within 18 months of employment.
 - Fiscal year proposed expenditure language added.
- DVS 19 Restrictions.
 - No additional WLU credit shall be taken for submitting secondary auditable claim activities that are within eight weeks of the initial Fully Developed Claim (FDC) activity.
 - Workload unit claims based on reconsideration shall be limited to one reconsideration claim per United States Department of Veteran Affairs (USDVA) decision notice.
- Auditable Forms.
 - 10-10 series language clarified and updated to allow an additional WLU credit for enrollment of eligible family member (e.g., 10-10d).
 - 21-686c. Stakeholder Enterprise Portal (SEP) submission language added that requires a copy of the SEP generated 21-686c to be saved in VetPro.
 - 21-4138 request for reconsideration. Language added that requires requests for reconsideration to be legitimate requests and in compliance with M21-1, Part III, Subpart ii, Chapter 2, Section F.
- Auditable Forms Table. 21-4138 section divided to show auditable uses of the 21-4138 have a WLU form value of one and WLU award value of two and non-auditable uses of the 21-4138 have a WLU form value of zero and WLU award value of zero.

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

- Documentation. WLU Claims for CW-5 and MC 05 activities must have a copy of the CW-5 and/or MC 05 in VetPro.
- Exception added that allows an additional 10 point benefit enhancement claim, per fiscal year, for the purpose of healthcare benefits.
- Annual Medi-Cal Cost Avoidance Program Certificate of Compliance must be submitted to CalVet via agency attachments in VetPro.
- Annual Medi-Cal Cost Avoidance Program Certificate of Compliance language updated to reflect the MC 05 (Military Verification and Referral form).
- Medi-Cal Cost Avoidance Program Calendar. DVS 16 report must be submitted to CalVet via agency attachments in VetPro.
- Valid Medi-Cal aid codes will now be located on the CalVet website
<https://www.calvet.ca.gov/VetServices/Pages/Fiscal-Forms-and-Information.aspx>

Changes Related to the Award Register Section of the Manual:

- Stale Award Advisory. From July 1, 2016 through June 30, 2017, awards may be posted within 18 months of the award notification date. Beginning July 1, 2017, awards must be posted within 12 months of the award notification date.
- Deferred Awards. No WLU credit may be posted for deferred awards.

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

- Appeal language added to identify process to follow if a CVSO disagrees with the CVSO auditor's final decision.
- Detailed Audit Protocol section added that describes how WLU claims will be sampled and audited by CalVet.

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

- Instructions for Preparing the Daily Activity Report (DVS 19). These instructions were removed as they stated the process for manual entry on a worksheet. This manual worksheet entry process has been replaced by VetPro automation.
- DVS 19 worksheet removed.

Changes Related to the Subvention Awards Register (DVS 20) Instructions:

- Instructions for preparing the Subvention Awards Register. These instructions were removed as they stated the process for manual entry on a worksheet. This manual worksheet entry process has been replaced by VetPro automation.
- DVS 20 worksheet removed.

Changes Related to the Medi-Cal Cost Avoidance Awards Register (DVS 20 MC) Instructions:

- Instructions for preparing the Medi-Cal Cost Avoidance Awards Register. These instructions were removed as they stated the process for manual entry on a worksheet. This manual worksheet entry process has been replaced by VetPro automation.
- DVS 20 MC worksheet removed.

Changes Related to Division of Veteran Services (DVS) Reports:

- DVS 16 Report. The following rows were removed:
 - Total College Fee Waiver Value. Amount and Numbers from DVS 20, Column (4).
 - Total Public Assistance Retroactive. Amounts and Numbers from DVS 20 Column (5).
 - Total Public Assistance Monthly. Amounts and Numbers from DVS 20 Column (6).
 - Maintenance of Benefits (Medi-Cal Workload Unit Value).
- DVS 16 Report. Total Prior Awards Verified from DVS 20 Column 7 updated to reflect Column 4.
- DVS 19 Report. (N3) Maintenance of Benefits was removed.
- DVS 20 Report. The following columns were removed:
 - (4) College Fee Waiver, non-public assistance awards.
 - (5) Retroactive, public assistance referral awards.
 - (6) Monthly, public assistance referral awards.
- DVS 20 Report. Prior award verified column renamed from 7 to 4.

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

A handwritten signature in blue ink, appearing to read "Keith Boylan".

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.