

CHAMPVA POLICY MANUAL

CHAPTER 1
SECTION 3.1
TITLE: APPLICATION FOR BENEFITS

AUTHORITY: Public Law 93-82 and 101-508, 38 CFR17.84 and 17.271

RELATED AUTHORITY: GC-VAOPGCPREC 24-95; M1, Part 1, Chapter 1,
Appendix 1B

I. POLICY

A. To apply for CHAMPVA benefits, the following documents must be submitted:

1. Application for CHAMPVA Benefits (VA Form 10-10d), with the following information:

- a. veteran's full name,
 - b. veteran social security number (SSN),
 - c. veteran date of birth,
 - d. VA claim number,
 - e. dependent full name,
 - f. dependent SSN, [P.L. 101-508, 11/1/90 and GC-VAOPGCPREC 24-95]
 - g. dependent address,
 - h. dependent date of birth,
 - i. dependent relationship to the sponsor, and
 - j. signature of the applicant or guardian.
2. Other Health Insurance (OHI) Certification (VA Form 10-7959c).
3. Copy of Medicare card (if Medicare eligible).

4. If the beneficiary is age 65 or older and is not entitled to Medicare, documentation from the Social Security Administration confirming non-entitlement to Medicare benefits under anyone's Social Security number must be submitted.

B. Incomplete applications will not be processed and will be returned with a letter requesting additional information.

C. Optional documents that may be required to expedite processing of the application are:

1. Veteran and spouse marriage license.
2. Birth certificate/adoption papers for children.

3. The VBA rating decision that shows the veteran is permanently and totally disabled due to a **service-connected condition (or service-connected death rating for a survivor)**.

4. If a remarried widow/widower is no longer married, a copy of the legal documentation that terminated the remarriage, such as a divorce decree, death certificate or annulment decree should be provided.

5. The Veteran's DD 214 (Certificate of Release or Discharge from Active Duty) or the Report of Separation, if veteran was a WWII or Korea veteran. If either is not submitted with the application, the VARO will obtain it from the branch of service in which the veteran served.

6. School certification of full-time enrollment for children ages 18-23.

D. Upon receipt of a complete Application for CHAMPVA Benefits VA Form 10-3884a or 10-3884b will be submitted to the appropriate VA Regional Office (VARO) requesting eligibility and dependency information.

E. If the sponsor's eligibility has not been verified, VA Form 10-3884a will be used to obtain information from the VARO regarding eligibility status.

F. Eligibility for the CHAMPVA program may be periodically verified for active beneficiaries.

G. VA Form 10-3884b or on-line access to VBA's database (TARGET--MINQ/BINQ) will be used to resolve data conflicts, or to request clarifying or additional information regarding the sponsor or dependent from the VARO. New dependents listed on an application for an established sponsor may be verified via TARGET data only.

H. Under limited circumstances, a sponsor may not be able to obtain a SSN. This could occur when a deceased CHAMPVA eligible sponsor was never issued a SSN. In these cases, a pseudo SSN will be requested in writing by CHAMPVA, to the Defense Enrollment Eligibility Reporting Systems (DEERS).

I. Under limited circumstances, a beneficiary may not be able to obtain a SSN. This could occur when the beneficiary is a foreign national, or when the beneficiary has not resided in the United States or U.S. territories. In these cases, a pseudo SSN is developed by converting the beneficiary's initials to corresponding numbers and adding the date of birth. [M1, Part 1, Chapter 1, Appendix 1B]

Note: Numeric equivalents for the initials are:

ABC = 1 JKL = 4 STU = 7 No middle initial = 0
DEF = 2 MNO = 5 VWX = 8
GHI = 3 PQR = 6 YZ = 9

Example: John (NMI) South
Born: July 1, 1919
Pseudo SSN: 407070119

J. A preliminary DEERS screen printout will be obtained to rule out TRICARE eligibility.

1. Based on this printout, and all other documentation on file, a determination will be made as to whether the applicant is CHAMPVA eligible and the database will be updated as appropriate.

2. The updated database information will be sent to DEERS weekly.

3. Any conflicts between the information in the CHAMPVA record and the information provided by DEERS will be researched and resolved.

4. If it is determined that the applicant is not CHAMPVA eligible, the applicant will be notified of that decision in writing and informed of appeal rights.

5. If it is determined that the applicant is CHAMPVA eligible, an authorization card using the beneficiary's SSN as the CHAMPVA identification number will be issued.

a. Issuance of the CHAMPVA authorization card will not be delayed for receipt of a return tape from DEERS, provided no conflicts exist, or conflicts can be resolved through liaison with DEERS. Issuance of a CHAMPVA authorization card does not guarantee payment of claims submitted prior to the return of the DEERS weekly update.

- b. In the event a CHAMPVA authorization card is reported lost or stolen, a replacement card will be issued.
- c. Requests for replacement cards may be written or telephonic.

END OF POLICY