## Section C. Development

#### Overview

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| In this Section | This section contains the following topics: |

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| Topic | Topic Name | See Page |
| 6 | Obtaining Information From the Social Security Administration (SSA) | 1-C-2 |
| 7 | Handling Certification of Entitlement by the SSA | 1-C-7 |

#### 6. Obtaining Information From the Social Security Administration (SSA)

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| Introduction | This topic contains information on obtaining information from the Social Security Administration (SSA), including information on   * using *VA Form 21-4180*, *Request for Certification by Social Security Administration,* to obtain information from the SSA * when to use *VA Form 21-4180* * preparing *VA Form 21-4180* for referral to the SSA * completing *VA Form 21-4180*, and * addressing and dispatching *VA Form 21-4180*. |

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| Change Date | November 16, 2004 |

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| a. Using VA Form 21-4180 to Obtain Information From the SSA | Use *VA Form 21-4180*, *Request for Certification by Social Security Administration,* to obtain information from the Social Security Administration (SSA) as to whether or not the special allowance under [38 U.S.C. 1312(a)](http://www.law.cornell.edu/uscode/38/1312.html) may be payable to an eligible survivor or survivors. |

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| b. When to Use VA Form 21-4180 | Send *VA Form 21-4180* to the SSA if   * you receive a specific inquiry or claim for the special allowance, and * *SSA Form 101*, *Determination of Award*, *SSA Form 101C*, *Determination of Award*, or *SSA Form 101U3*, *Determination of Award,* is not of record.   ***Reference***: For more information on the certification of entitlement by the SSA, see [M21-1MR, Part IX, Subpart ii, 1.C.7](imi-internal:M21-1MRIX.ii.1.C.7). |

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6. Obtaining Information From the Social Security Administration (SSA), Continued

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| c. Preparing VA Form 21-4180 for Referral to the SSA | Follow the steps in the table below to refer *VA Form 21-4180* to the SSA.  ***Note***: Do not withhold the referral of *VA Form 21-4180* to develop for any evidence that may be required to complete the claim. |

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| Step | Action |
| 1 | Prepare *VA Form 21-4180*, Part 1 in duplicate.  ***Reference***: For more information on how to complete the items on *VA Form 21-4180*, Part 1, see [M21-1MR, Part IX, Subpart ii, 1.C.6.d](imi-internal:M21-1MRIX.ii.1.C.6.d).  ***Notes***:   * Flash file the copy of *VA Form 21-4180* in the claims folder, and * when the original is returned, dispose of the copy. |
| 2 | * Address and dispatch *VA Form 21-4180* to the appropriate SSA Program Service Center (PSC), and * establish a 90-day control.   ***Reference***: For more information on addressing and dispatching *VA Form 21-4180*, see [M21-1MR, Part IX, Subpart ii, 1.C.6.e](imi-internal:M21-1MRIX.ii.1.C.6.e). |
| 3 | Has a reply been received from the SSA before the end of the 90-day control period?   * If *yes,* take appropriate action as shown in [M21-1MR, Part IX, Subpart ii, 1.C.7.d](imi-internal:M21-1MRIX.ii.1.C.7.d). * If *no* * send a follow-up by submitting another *VA Form 21-4180*, which may be a reproduction of the file copy prominently marked “*SECOND REQUEST*,” and * maintain a 30-day control for response to the follow-up. |

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| Step | Action |
| 4 | Has the reply been received from the SSA before the end of the 30-day follow-up control period?   * If *yes*, take appropriate action as shown in [M21-1MR, Part IX, Subpart ii, 1.C.7.d](imi-internal:M21-1MRIX.ii.1.C.7.d). * If *no* * follow up by fax or telephone, and * maintain a 30-day control. |

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| d. Completing VA Form 21-4180 | Use the table below for instructions on how to complete the items on *VA Form 21-4180*, Part 1. |

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| Item | Description |
| 1, 5, and 6 | Provide the Veteran’s   * full name * date of birth, and * date of death.   ***Note***: This information is of particular importance for SSA purposes when the Social Security number (SSN) is unknown or not correct. |
| 2 | Provide the complete address of the regional office (RO) submitting the form.  ***Note***: Since SSA returns these forms in a window envelope, write the address so that the complete address can be seen in the window. |
| 3 | Enter the Department of Veterans Affairs (VA) claim number. |

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| Item | Description |
| 4 | Enter either   * the Veteran’s SSN, if known, or * “*Unknown*.” |
| 7 | List the following claimants, as applicable:   * the surviving spouse * all children under age 18 or helpless, and * parents.   ***Important***: It is necessary to list *all* the possible claimants, such as, surviving spouse, children, and parents, whether or not a claim has been filed. When parents are listed, make a notation as to whether or not they have filed a claim for VA benefits. |
| 8 | Sign the Veterans Service Center Manager’s (VSCM) name. |
| 14 | Enter the appropriate SSA PSC as described in [M21-1MR, Part IX, Subpart ii, 1.C.6.e](imi-internal:M21-1MRIX.ii.1.C.6.d.e). |

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6. Obtaining Information From the Social Security Administration (SSA), Continued

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| e. Addressing and Dispatching VA Form 21-4180 | Use the table below to determine how to address and dispatch the completed *VA Form 21-4180* to the SSA. |

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| If … | Then address VA Form 21-4180 to the … |
| the Veteran’s SSN is known | appropriate SSA PSC as described in [M21-1MR, Part III, Subpart iii, 3.A.6](imi-internal:M21-1MRIII.iii.3.A.6). |
| the Veteran’s SSN is unknown | SSA district office nearest the transmitting VARO office as described in [M21-1MR, Part III, Subpart iii, 3.A.7](imi-internal:M21-1MRIII.iii.3.A.7). |
| the Veteran is a foreign claimant | Division of Foreign Claims  Social Security Administration  P. O. Box 1756  Baltimore, MD 21203 |

#### 7. Handling Certification of Entitlement by the SSA

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| Introduction | This topic contains information on the certification of entitlement for the special allowance under 38 U.S.C. 1312(a), including information on   * certifying entitlement * the SSA action after determining eligibility * the information that must be provided on *SSA Form 101*, *SSA Form 101C*, or *SSA Form 101U3* * the actions taken by VA when the SSA returns *VA Form 21-4180* * the action taken by VA if entitlement certified by SSA is not payable * the action on receipt of an incomplete *VA Form 21-4180*, and * when recertification is required. |

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| Change Date | August 21, 2014 |

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| a. Certifying Entitlement for the Special Allowance | The table below describes the process followed by the SSA to certify entitlement for the special allowance under [38 U.S.C. 1312(a)](http://www.law.cornell.edu/uscode/38/1312.html). |

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| Stage | Description |
| 1 | Receives notice of death from the service department. |
| 2 | Determines whether there are survivors eligible for the special allowance under [38 U.S.C. 1312(a)](http://www.law.cornell.edu/uscode/38/1312.html).  ***Reference***: For more information on the actions taken by the SSA after determining the claimant’s entitlement to the special allowance, see [M21-1MR, Part IX, Subpart ii, 1.C.7.b](imi-internal:M21-1MRIX.ii.1.C.7.b). |
| 3 | Takes action as appropriate depending on the eligibility determination.  ***References***: For more information on   * the appropriate SSA actions after determining eligibility, see [M21-1MR, Part IX, Subpart ii, 1.C.7.b](imi-internal:M21-1MRIX.ii.1.C.7.b). * reviewing the *VA Form 21-4180* returned by the SSA to determine entitlement or nonentitlement, see [M21-1MR, Part IX, Subpart ii, 1.C.7.d](imi-internal:M21-1MRIX.ii.1.C.7.d). |

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7. Handling Certification of Entitlement by the SSA, Continued

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| b. SSA Actions After Determining Eligibility | The table below describes the action SSA takes to certify a claimant’s entitlement to the special allowance under [38 U.S.C. 1312(a)](http://www.law.cornell.edu/uscode/38/1312.html). |

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| When the SSA determines that … | Then the SSA … |
| there are survivors eligible for the special allowance | * returns *VA Form 21-4180* with the appropriate notations * furnishes a copy of an award letter * furnishes enclosures for the award letter as described in [M21-1MR, Part IX, Subpart ii, 1.D.9](imi-internal:M21-1MRIX.ii.1.D.9), and * furnishes one of the following forms to VA as authority for payment: * *SSA Form 101* * *SSA Form 101C, or* * *SSA Form 101U3*. |
| * there is *no* survivor eligible to receive the special allowance, or * the special allowance is *not* payable because there is entitlement to an old-age and survivors insurance payment | * disallows the claim, and * notifies the claimant.   ***Note***: VA is not responsible for furnishing a notice of disallowance or right of appeal, except for an adverse determination as described in [M21-1MR, Part IX, Subpart ii, 1.B.4](imi-internal:M21-1MRIX.ii.1.B.4), and then only if there is a specific claim for the special allowance. |

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| c. Information That Must Be Provided on SSA Form 101, SSA Form 101C, or SSA Form 101U3 | Do *not* take award action to pay the special allowance unless the *SSA Form 101*, *SSA Form 101C*, or *SSA Form 101U3* furnished by the SSA contains the   * name and address of each beneficiary * monthly rate of payment * first month of entitlement, and * notation “*Do not certify. VA Payment Only*.” |

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7. Handling Certification of Entitlement by the SSA, Continued

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| d. Actions Taken by VA When the SSA Returns VA Form 21-4180 | Use the table below to determine the action to take when the SSA returns *VA Form 21-4180*.  ***Note***: When the certification of entitlement by the SSA is received in a VA RO and not the Philadelphia Pension Management Center (PMC), take action as provided in [M21-1MR, Part IX, Subpart ii, 1.A.2.b](imi-internal:M21-1MRIX.ii.1.A.2.b). |

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| If … | Then … |
| *VA Form 21-4180*, Item 10A is checked | * the special allowance is payable * take adjudicative action on all pending claims, and * when all claims are finalized, transfer the deceased Veteran’s claims folder to the Philadelphia PMC for payment of the special allowance.   ***Reference***: For more information on the jurisdiction for payment of the special allowance, see [M21-1MR, Part IX, Subpart ii, 1.A.2](imi-internal:M21-1MRIX.ii.1.A.2). |
| *VA Form 21-4180*, Item 11A is checked | * the special allowance is *not* payable * file *VA Form 21-4180* in the deceased Veteran’s claims folder, and * take no further action. |
| *VA Form 21-4180*, Item 11B is checked | * send a letter to the surviving spouse advising of possible entitlement at age 60, and * inform the surviving spouse that he/she should contact VA at age 60.   ***Note***: This does not affect the jurisdiction of the claims folder. |
| *VA Form 21-4180*, Item 11C is checked | there is no one eligible to receive Social Security benefits.  ***Note***: Take no further action. |

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7. Handling Certification of Entitlement by the SSA, Continued

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| e. Action Taken by VA if Entitlement Certified by SSA Is Not Payable | If VA determines that entitlement certified by SSA on *SSA Form 101*, *SSA Form 101C*, or *SSA Form 101U3* is not payable for any reason, notify the SSA PSC that made the certification. |

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| f. Action Taken by VA on Receipt of an Incomplete VA Form 21-4180 | Use the table below to determine what action to take when the SSA returns an incomplete *VA Form 21-4180* because the claimant failed to respond to correspondence from the SSA. |

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| If the … | Then … |
| *VA Form 21-4180* contains the most recent address of the claimant as shown in the claims folder | * file *VA Form 21-4180* in the deceased Veteran’s claims folder * annotate *VA Form 21-4180* with “*NAN*,” and * include * the initials of the employee making the annotation, and * the current date. |
| claims folder contains a more recent address | * send another *VA Form 21-4180* containing the most recent address of record to the SSA PSC, and * annotate *VA Form 21-4180* to show it is being submitted due to the receipt of a current address. |

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| g. When Recertification Is Required | If an award of special allowance is delayed by VA for more than one year after the date of approval of the *SSA Form 101*, *SSA Form 101C*, or *SSA Form 101U3* by the servicing SSA PSC, contact that office by letter requesting verification of continued eligibility before processing an award. |