

**Enclosure G- Procedural Table for Fiduciary Hub Retroactive Payment Authorizations**

| Responsible Employee                                 | Step | Action  |
|--|------|---|
| Fiduciary Service Representative (FSR) 1 or designee | 1    | Following the certification of a fiduciary, determine if there is a retroactive award pending for the case.   |
|  | 2    | <p>Process the EP 290 award in accordance with <a href="#">M21-1MR III.v.9.C.10.b.</a></p> <p>NOTE: In the instance where the 290 was established at the station of jurisdiction prior to August 1, 2014, the FSR will PCHG the pending EP 290 to an EP 330, and PCAN the EP 330. A new EP 290 will be established under the hub's jurisdiction using the same date the original EP 290 was established.</p> <p>*For claims eligible for VBMS-A processing, see the <a href="#">ADL TIP Sheet and SOP.</a></p> <p>*For claims excluded from VBMS-A processing, see the <a href="#">Vetsnet Awards Handbook.</a></p> |
|  | 3    | <p>Complete the notification letter.</p> <p>*For claims eligible for VBMS ADL processing, see the <a href="#">ADL TIP Sheet and SOP.</a></p> <p>*For claims exclude from VBMS ADL processing, see the <a href="#">PCGL User Guide.</a></p>  |
|  | 4    | <p>Upload the notification letter and award to the VBMS eFolder, or VVA folder if file is not in VBMS.</p> <p>*For instructions on uploading to VVA, see the <a href="#">VVA User Guide.</a></p> <p>*For instructions on uploading to VBMS, see the <a href="#">Uploading Vetsnet Awards and PCGL Notification Decision Letters into Veterans Benefits Management System (VBMS) TIP Sheet</a> or other current guidance.</p>  |
| Fiduciary Service Representative (FSR) 2 or designee | 5    | <p>Authorize the EP 290 award.</p> <p>Note: The provisions of <a href="#">Fast Letter 11-17, Processing Claims Releasing Retroactive Benefits to Beneficiaries under Fiduciary Supervision (Revised)</a> remain in effect.</p> <p>*For claims eligible for VBMS-A processing, see the <a href="#">ADL TIP Sheet and SOP.</a></p> <p>*For claims excluded from VBMS-A processing, see the <a href="#">Vetsnet Awards Handbook.</a></p>   |
|  | 6    | Send a notification letter to the beneficiary.  |