



May 1, 2019

WDVA Bulletin No. 1069

TO: County/Tribal Veteran Service Offices

SUBJECT: Claims Submissions

Pursuant to official guidance issued by U.S. Department of Veterans Affairs, Office of General Counsel (OGC), regarding claims submitted directly to the U.S. Department of Veterans Affairs, Evidence Intake Center (EIC) in Janesville, Wisconsin, for claims submitted after May 1, 2019, veteran services office must submit to the Wisconsin Department of Veterans Affairs (DVA) Claims Office a cover sheet itemizing the documents that have been filed directly with EIC on behalf of DVA claimants. This cover sheet will ensure DVA Claims staff is tracking information that has been submitted to EIC.

VSO's who elect to send claims directly to EIC should ensure all forms have been properly submitted, including but not limited to: appropriate signatures, correct forms, and timeliness of submissions. The DVA Claims Office will continue to accept claims by mail, fax, and/or secure email for VSO's who prefer to send submissions directly through the DVA Claims Office.

For those offices that choose to submit claims directly to the DVA Claims Office, please continue to follow end-of-month processing guidelines detailed in CVSO/TVSO Bulletin No. 922, which states in pertinent part:

In order to ensure a claim is properly filed with the Federal VA to meet the requirements for end of month filing, the claim must be received by the DVA Claims Office before noon on the last working day of the month. DVA Claims Office must submit all claims to the VA before 15:00 (3:00 p.m.) on the last work day of the month for the Veteran to receive credit for that month.

Claims that are submitted after 12:00 P.M. Central Standard Time, may not allow enough processing time to meet the VA deadline; therefore, DVA Claims Office cannot ensure that claims submitted after noon will be processed for end of month filing. Priority will be given to those claims filed before 12:00 P.M.

If you have any questions, please contact Jeanette Galarza by phone at (414) 902-5763 or by email at jeanette.galarza@va.gov.