

VA# 016 Revision: 001
Effective Date: 01/01/2016

Prepared By: SAV
Approved By: KP

- Title:** Request for Savings Reimbursement
- Policy:** Veterans may request reimbursement for items from the approved VD-HCBS Savings Codes list purchased for the Veteran.
- Purpose:** To outline the procedure for reimbursement for savings items.
- Scope:** This procedure applies to all Veterans enrolled in the VD-HCBS program.
- Responsibilities:** It is the responsibility of the Veteran to provide receipts for any purchases made for the Veteran to their Independent Consultant if they wish to be reimbursed from their VD-HCBS savings funds.
- It is the responsibility of the Independent Consultant to complete a *Request for Savings Reimbursement* form and to provide this form along with a copy (do not send original receipt) of the purchase receipt or paid invoice to the Veteran Services Contract Coordinator (VSCC) at the Senior Connection Center (SCC).
- It is the responsibility of the VSCC to determine if the request is a valid request and forward the request on to the Veteran Affairs Medical Center (VAMC) for approval.
- It is the responsibility of the VSCC to forward any approved requests to the appropriate fiscal staff at the Senior Connection Center (SCC) for reimbursement.

Procedure: (Refer to Forms & Resources Page for location/copies of referenced documents)

1. When the Veteran has a need for an item(s) that is on the *VD-HCBS Savings Code* list they may purchase the item(s) and request reimbursement out of their VD-HCBS savings account from SCC.
2. The Veteran will send a copy of the receipt(s) to their Independent Consultant who will review them for appropriateness.
3. The Independent Consultant will complete a *Request for Savings Reimbursement* form and provide this form along with the purchase receipt or

paid invoice to the Veteran Services Contract Coordinator (VSCC) who will review the request for appropriateness.

4. If the request is valid and adequate funds are available, the VSCC will forward the request on to the VAMC for approval.
5. If the request is denied by the VAMC, the VSCC will forward the denial to the Independent Consultant and/or the Veteran either by phone or via email.
6. If the request is approved by the VAMC, the VSCC will forward the approval to the Independent Consultant and/or the Veteran either by phone or via email.
7. If the request is approved, the VSCC will forward the approval to the appropriate fiscal staff at SCC.
8. The SCC fiscal staff member will then reimburse the Veteran using funds from the Veteran's VD-HCBS savings account by sending them a check in the mail.

Revision History:

Revision	Date	Description of changes	Requested By
001	01/01/2016	Agency Name, Forms Reference	S. Valenti