



Lesson 6 Completing VA Forms

The American Legion DSO School March 2022

Lesson 6 Learning Objectives

Learn how to complete key VA forms used when filing a compensation claim for a Veteran:

- Learn the mechanics of completing VA forms.
- Learn tips for completing specific VA forms.
- Learn how to complete a "Statement in Support of Claim," VA Form 21-4138, with the Veteran.

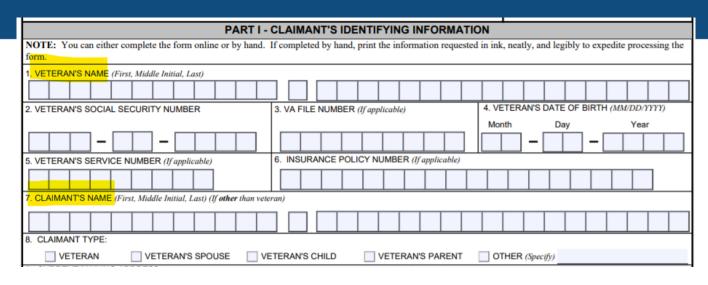
How to Complete VA Forms

- You can click to type in any blue box on a VA form from VA's webpage.
 - Once form is complete, remember to save it.
 - Then upload the finished form directly to VA's webpage.
 - Or, print and mail/fax the printed copy to VA.
- Or, print the form and complete using ink.
 - Then mail/fax the completed form to VA.

52511511111	DENTIFICATION AND CLAIM INFORMAT al claim, only Section I, IV, and a signatur	
,	, , , ,	, ,
NOTE : You may <i>either</i> complete the form online or by har processing of the form.	nd. If completed by hand, print the information req	quested in ink, neatly, and legibly to expedite
2. VETERAN/SERVICE MEMBER NAME (First, Middle Initial, L.	(ast)	
3. VETERAN'S SOCIAL SECURITY NUMBER (SSN)	4. HAVE YOU EVER FILED A CLAIM WITH VA?	5. VA FILE NUMBER
	TYES NO (If "Yes," provide your file number in Item 5)	
6. DATE OF BIRTH (MM-DD-YYYY)	7. VETERAN'S SERVICE NUMBER (If applicable)	8. GENDER YOU CURRENTLY IDENTIFY WITH
		MALE FEMALE OTHER
RELEASE FROM ACTIVE DUTY (MM-DD-YYYY)	D DATE OF 10. TELEPHONE NUMBER (Optional) Enter International Phone Number (If app	-
11. CURRENT MAILING ADDRESS (Number and street or rural	l route, P.O. Box, City, State, ZIP Code and Country)	
No. & Street		
Apt./Unit Number City		
State/Province Country	ZIP Code/Postal Code	-
12. EMAIL ADDRESS (Optional) I agree to receive electronic	c correspondence from VA in regards to my claim.	
13. IF YOU ARE CURRENTLY A VA EMPLOYEE, CHECK	THE BOX (Includes Work Study/Internship)? (If you are not	t a VA employee skip to Section II, if applicable)

Advocacy tip: Keep an extra copy for you and/or the Veteran. Include date you submitted the form to VA.

Tips for All VA Forms



- Read the text above each box to see what information VA is requesting.
- Complete all boxes on the form to the best of your ability to avoid delay.
- Pay attention: See if VA asks about "Veteran" or "Claimant."

Sign and Date All VA Forms

- Sign and date all VA forms.
- Valid POA can sign most VA forms, except for list on right ->
- See The Legion's "Code of Procedures" handout in Lesson 2 for details.

- VA Form 21-526 / 21-526EZ: an original application for compensation
- VA Form 21P-527EZ: an original application for pension
- VA Form 21P-0510: a pension Eligibility Verification Report,
- VA Form 21-4140: Employment Questionnaire
- VA Form 21-8940: Veteran's Application for Increased Compensation Based on Unemployability
- VA Form 21-4142: Authorization to Disclose Information to the Department of Veterans Affairs
- VA Form 21-4192: Request for Employment Information in Connection with Claim for Disability Benefits
- VA Form 21-0538: Mandatory Status of Dependents
- VA Form 21-8951-2: Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances
- VA Form 21-651: Election of Compensation in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation from Department of Veterans Affairs.

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How to Complete 21-526EZ

• In box 1, default to Standard Claim Process.

1. SELECT THE TYPE OF CLAIM PROGRAM/PROCESS (Check the appropriate box) (See instruction pages
1-3 for definitions of the Fully Developed Claim (FDC) Program (Optional Expedited Process) or the Standard
Claim Process. (See instruction page 5 for the definition of a Benefits Delivery at Discharge (BDD) Program Claim)

FULLY DEVELOPED CLAIM (FDC) PROGRAM

STANDARD CLAIM PROCESS

IDES (Select this option only if you have been referred to the IDES Program by your Military Service Department)

BDD Program Claim (Select this option *only* if you meet the criteria for the BDD Program specified on Instruction Page 5)

 Box 4 asks if the Veteran has filed ANY claim with VA
 before.

4. HAVE Y	OU EVER F	ILED A CLAIM WITH VA?	5. VA FILE NUMBER
YES	○ NO	(If "Yes," provide your file number in Item 5)	



How to Complete 21-526EZ Cont.

SECTION IV: CLAIM INFORMATION				
DISA radial	IST THE CURRENT DISABILITY(IES) OR SYMPTOM BILITY(If applicable, identify whether a disability is due to tion, or Gulf War environmental hazards; or a disability fo E: List your claimed conditions below. See the follow	o a service-connected disability; confineme r which compensation is payable under 38	nt as a prisoner of war; exposure to Agent Orange, asbe U.S.C. 1151)	
	EXAMPLES OF DISABILITY(IES)	EXAMPLES OF EXPOSURE TYPE	EXAMPLES OF HOW THE DISABILITY(IES) RELATE TO SERVICE	EXAMPLES OF DATES
Exam	ple 1. HEARING LOSS	NOISE	HEAVY EQUIPMENT OPERATOR IN SERVICE	JULY 1968
Example 2. DIABETES		AGENT ORANGE	SERVICE IN VIETNAM WAR	DECEMBER 1972
Example 3. LEFT KNEE, SECONDARY TO RIGHT KNEE			INJURED LEFT KNEE WHEN BRACE ON RIGHT KNEE FAILED	6/11/2008
	CURRENT DISABILITY(IES)	IF DUE TO EXPOSURE, EVENT, OR INJURY, PLEASE SPECIFY (e.g., Agent Orange, radiation)	EXPLAIN HOW THE DISABILITY(IES) RELATES TO THE IN-SERVICE EVENT/EXPOSURE/INJURY	APPROXIMATE DATE DISABILITY(IES) BEGAN OR WORSENED
1.	Back	See Attached 21	-4138	
2.	Hearing Loss	See Attached 21	-4138	

- Section IV asks for Claim Information.
 - VA is requesting a lot of information in these small boxes.
 - Type "See Attached 21-4138."

How to Complete 20-0995

Box 12 asks for benefit type. Check only one box.

12. BENEFIT TYPE: PLEASE CHECK ONLY ONE (If you would like to for	ile for multiple benefit types, y	ou must complete a separat	e request form for each benefit type.)
COMPENSATION PENSION/SURVIVORS BENEFITS	FIDUCIARY	LIFE INSURANCE	VETERANS HEALTH ADMINISTRATION
VETERAN READINESS AND EMPLOYMENT	LOAN GUARANTY	EDUCATION	NATIONAL CEMETERY ADMINISTRATION

- Part II- List issues as they were phrased on the rating decision.
 - Include the date of the VA decision notice
 - "See attached 21-4138."

PART II - ISSUE(S) FOR SUPPLEMENTAL CLAIM	
13. YOU MUST LIST EACH ISSUE DECIDED BY VA THAT YOU WOULD LIKE VA TO REVIEW AS PART OF YOUR SUPPLEMEN notice(s) for a list of adjudicated issues. For each issue, please identify the date of VA's decision. (You may attach additional sheets of paper, if necessary each additional sheet.	, ,
Check this box if any issue listed below is being withdrawn from the legacy appeals process. OPT-IN from SOC/SSOC	
13A. SPECIFIC ISSUE(S)	13B. DATE OF VA DECISION NOTICE
Service Connection for an acquired psychiatric disorder	1/15/2020
See attached 21-4138	



Click the Quiz button to edit this object

Veteran Adam filed his initial claim for VA benefits when he got out of the Army in 1990. In a May 1990 rating decision, VA denied his claim for education benefits and his claim for service connection for headaches. In in June 2000 rating decision, VA denied his later claim for service connection for hearing loss.

Veteran Adam now wants to file a new claim for service connection

Veteran Adam now wants to file a new claim for service connection for headaches, service connection for hearing loss, and education benefits. How many VA Forms 20-0995 should Adam submit to establish claims for these three issues? (Click photo to enlarge Box 12 of VA Form 20-0995)

- Two VA Forms 20-0995, one for the compensation claims and one for the education benefits claim.
- Three VA Forms 20-0995, one for each claim.
- Only one VA Form 20-0995 because all claims were denied before.

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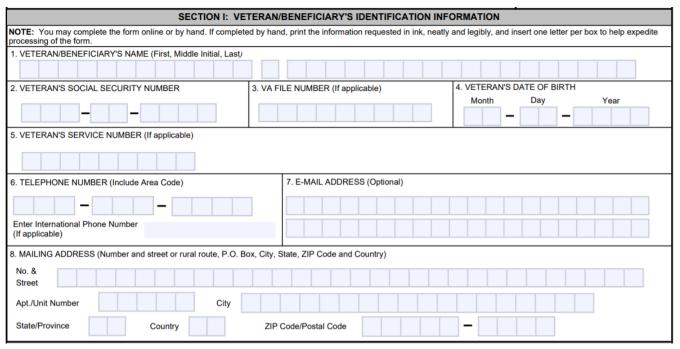
Quiz Answer

Two VA Forms 20-0995, one for the compensation claims and one for the education benefits.

- Adam's claims for service connection for headaches and service connection for hearing loss are both compensation claims, so they can go on the same 20-0995.
 - It does not matter that they were previously denied in separate rating decisions.
- Adam's claim for education benefits is a different type of benefit, so he should claim this issue on a separate 20-0995.

12. BENEFIT TYPE: PLEASE CHECK ONLY ONE (If you would like to for	île for multiple benefît types, y	ou must complete a separate request form for each benefit type.)
☐ COMPENSATION ☐ PENSION/SURVIVORS BENEFITS	FIDUCIARY	LIFE INSURANCE VETERANS HEALTH ADMINISTRATION
VETERAN READINESS AND EMPLOYMENT	LOAN GUARANTY	■ NATIONAL CEMETERY ADMINISTRATION

How to Complete 21-4138





- Complete Section I with information of the Veteran or Claimant.
- Most important parts are the Name and VA File Number.
- Use the open text box to explain why the Veteran is entitled to benefits.
- Discuss every issue claimed.
- If more than one issue, then number each issue.
- Sign and date the form.



Click the Quiz button to edit this object

A complete list of the disabilities that the Veteran is claiming. All of these. An estimate of when each of the claimed disabilities started. An explanation of how the claimed disabilities are related to the Veteran's service.		rmation should be included on a VA Form 21-4138, Statement in Support of Claim, included to a claim for service connection?
An estimate of when each of the claimed disabilities started.	O A com	plete list of the disabilities that the Veteran is claiming.
	O All of	hese.
An explanation of how the claimed disabilities are related to the Veteran's service.	O An es	imate of when each of the claimed disabilities started.
9	O An ex	planation of how the claimed disabilities are related to the Veteran's service.

Quiz Answer (2)

All of these.

A VA Form 21-4138 supporting claims for service connection should include:

- 1. A complete list of all the disabilities the Veteran is claiming.
- 2. An estimate of when the claimed disabilities started.
- 3. An explanation of how the claimed disabilities are related to service.

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21-4138 for Service Connection Claims

SECTION II: REMARKS

(The following statement is made in connection with a claim for benefits in the case of the above-named veteran/beneficiary)

1. Service Connection for Hearing Loss

The Veteran started to notice that he had a hard time hearing other people in 1975, while he was on active duty in the Air Force. His hearing loss was caused by his exposure to loud jet engine noise while working close to the flight line.

2. Service Connection for Diabetes

The Veteran was diagnosed with diabetes in 2020. The diabetes was caused by his exposure to Agent Orange while maintaining C-123 aircraft that had been used to spray Agent Orange in Vietnam.



Click the Quiz button to edit this object

What do you think should be included on a VA Form 21-4138, Statement in Support of Claim, supporting a complete claim for increased ratings for service-connected disabilities?
All of these.
A description of the frequency, duration, and severity of the Veteran's symptoms.
A complete list of the Veteran's service-connected disabilities that have gotten worse.
An estimate of the date the Veteran's symptoms got worse.

Quiz Answer (3)

All of these.

A VA Form 21-4138 supporting claims for increased ratings should include:

- 1. A complete list of all of the increased ratings the Veteran is seeking.
- 2. An estimate of when the Veteran's symptoms got worse.
- 3. An explanation of the frequency, duration, and severity of the Veteran's symptoms.

Example 21-4138 for IR Claims

SECTION II: REMARKS

(The following statement is made in connection with a claim for benefits in the case of the above-named veteran/beneficiary)

1. Increased Rating for Headaches

The Veteran's service-connected headaches have gotten worse in the last six months. He now has headaches once a week that are so severe he has to go lay down in a dark place. Each time they occur the headaches last for two to four hours.

2. Increased Rating for Back

The Veteran's back disability has gotten worse since the winter of 2021. Every morning when he wakes up his back is stiff and he cannot bend forward for at least two hours. His back pain radiates into his upper thighs on a daily basis.

Last Slide



- This presentation is complete.
- A PDF version of these slides will be provided to you at the conclusion of the course for future reference.