Enhancement – Pending VS21A's

When an VS21A's has been put in Pending everything is open to change.

- **Calculations**
- **Benefits**
- **VSO Comments**
- **Upload documents**

A VS21A can only be put into Pending <u>ONE</u> time.

1. Go to "**My Pending VS-21A (VSO)**", there you will see what the Authorizer put in pending.
2. Double click to open it

3. Here you will see the reason why it was put in pending (blue arrow).
4. Click on the **Benefits (VSO)** tab (yellow arrow)

5. Scroll down to look under the Authorizers comments to see what was requested (blue arrow).

VS-21A*   Benefits (VSO)   VSO Comments   Case History

VS-21A Case 5841 - ZTown (test) - 4/20/2022 - Pending - Purple, Sam

1 - 3 of 3 records

☐ VSO Reviewed

Authorizer Comment

I see the docs are submitted, but the income and rent amounts are incorrect. Please adjust and send back. Thanks

6. On the VS-21A tab, you can change the rent/mortgage amount, Is Heat Included (Yes or No), # Sharing Expenses, and Income benefit amount then click Calculate Benefits to get the new benefit calculation.

VS-21A*   Benefits (VSO)   VSO Comments   Case History

VS-21A Case 5841 - ZTown (test) - 6/14/2022 - Pending - Purple, Sam

Basic Information

Case #	Status	Applicant	ID
5841	Pending	Purple, Sam	100172

City	VSO	Reason Pending	
ZTown (test)	evan VSO	Supporting Documents	

Calculations

Please enter the following to derive the benefits

VS-21A Date*	Budget Number*	Refund Status
6/14/2022	1 - Single	None

# in Family	Benefit Start Date*	Refund Amount
1	1/1/2022	$0.00

Rent/Mortgage Amt (Applicant Portion Only)*	# Sharing Expenses*	Refund Balance
$750.00	1	$0.00

Is Heat Included*		
No		

Monthly Income				Benefits Calculations	
	Applicant	Spouse	Children	Budget Amount	$792.00
V.A. Pension		$0.00		Shelter Benefit +	$529.00
V.A. Comp		$0.00		Children Budget +	$0.00
Social Security	$1,200.00	$0.00	$0.00	REBA +	$367.00
Social Disability		$0.00	$0.00	= Total Ordinary Benefit	$1,688.00
S.S.I.		$0.00	$0.00	- Total Income	
Retirement		$0.00		= Net Ordinary Benefits	$488.00
Countable Wages		$0.00		Fuel Benefit +	$320.00
Unemployment		$0.00		= Total Payable Benefit Amount	$808.00
Workmen's Comp		$0.00			
Long-Term Disability		$0.00			

7. On the Benefits (VSO) tab, you can change any of the benefit amounts that were submitted previously by using the pencil (yellow arrow).
8. Once all changes are completed and you left a comment for the authorizer, click Send to Authorizer (red arrow).

You are all done.