



Dear Claimant,

Thank you for allowing me to help you.

The Veterans of Foreign Wars would like to take this time to thank you for your service, and we recognize that Veterans who have injuries or illnesses from active service should be compensated as accurately as possible. VA Benefits can be a difficult course to navigate, so the VFW has created tools to help you through the process. That's when I step in.

To be an advocate and assist a Veteran (or Veteran's family) with their claim, the **Veteran Service Officer (VSO)** must have a **Power of Attorney (PoA)**. The PoA is very limited and does not interfere with any other legal, medical, or financial PoAs. It allows the VSO to ask questions regarding the Veteran's benefit claim to the VA, and the VA will respond. Also, it's a protective measure for both parties, as the VSO will encounter the claimants' personal information. The PoA requires signatures from both parties.

Here's how we do it:

- Please fill out the attached form as completely as possible
- Please provide your DD214 (if the VA doesn't already have it)
If you are responding by Email, attach as a PDF file
- Remember to sign the form!
The signature is best if you use a pen like a Sharpee S-Gel 10mm
(to make a good dark signature)

Then I will create and submit one, maybe two forms:

- [VA Form 21-22](#) Power of Attorney (PoA)
- [VA Form 21-0966](#) Intent to File (ITF)

The **Intent to File (ITF)** can be described as an official promise to the VA that you plan to submit a Fully Developed Claim (FDC) at some time in the next twelve months. This helps the VA, because they can prepare your VA account to receive the claim and if needed, will contact the National Archives to upload your military records into the VA claims database. The VA will establish the claim's "effective date" as the date when the ITF was received. This benefits the Veteran because the time between the ITF and the claim submission will then be counted as compensable time retroactively. If you do not utilize the ITF within a year, it will simply go away, and the Veteran will lose the possibility of the earlier effective date. Don't wait the entire year to submit! **Veterans can and do forget, only to lose the entire year's retroactive compensation.**

If you have any questions or concerns, please do not hesitate to email me as this will give me time to research your question and provide you with an answer when we speak.

Thank you for your service to our Great Nation and I look forward to working with you!

A handwritten signature in black ink that reads 'David R. Hilliard'.

David Hilliard State Service Officer
VFW Accreditation # 27584, VFW - Department of Delaware

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Veterans of Foreign Wars of the United States



Have you ever filed a claim with the VA before? ☐ Yes ☐ No
Do you have a claim or an appeal pending right now? ☐ Yes ☐ No
Have you ever worked with a Veteran Service Officer? ☐ Yes ☐ No
If so, who? ☐ VFW ☐ American Legion ☐ DAV ☐ PVA ☐ VVA ☐ DCVA ☐ Lawyer ☐ Other

Veteran's Full Name (First Middle, Last)

SSN _____ Cell Phone _____
Birthday _____ Home Phone _____
Email Address _____

Claimant, if not the Veteran - Full Name (First Middle, Last)

SSN _____ Cell Phone _____
Birthday _____ Home Phone _____

Current Mailing Address

Secondary Address, (Vacation spot?) if applicable

When will you be there? _____

Signature