

## **Description of Non-Substantive Changes to VA Form 40-10088, Casket and Urn**

The Department of Veterans Affairs (VA) National Cemetery Administration (NCA) is updating existing VA Form 40-10088, Casket and Urn to implement changes proposed in 2900-AR36, Allowance for Caskets and Urns for Unclaimed Remains of Veterans. VA received three comments to the proposed rule which in the final rule we addressed noting no changes will be made to the regulatory text or form based on comment.

This form expires on July 31, 2023 and is due for renewal. To avoid dual tracking the form edits and duplicating OMB's review of the same form, NCA has drafted this change document that explains NCA is finalizing the proposed rule and changes to the form, and will also make additional technical, non-substantive text edits not affecting the burden numbers. NCA implemented this approach in a previous rulemaking to avoid duplication of OMB reviews of the same form but wanted to confirm this is OK before NCA proceeds with submitting an ICR change in ROCIS.

Additionally, NCA is making the following non-substantive text edits to the form that do not affect burden hours:

### **Page 1:**

1. Title:

a. Current Title: REQUEST FOR REIMBURSEMENT OF CASKET/URN  
Replace with REQUEST FOR CASKET/URN ALLOWANCE

b. Current Respondent Burden:

**RESPONDENT BURDEN:** Public reporting burden for this collection of information is estimated to average 10 minutes per response. Statutory authority for casket or urn reimbursement is 38 U.S.C. 2306 for deaths **occurring on or after January 10, 2014 if interred in a VA national cemetery or on or after December 14, 2016 if interred in a VA-funded State or Tribal cemetery.** The information requested is approved under OMB Control Number 2900-0799 and is necessary to allow a person authorized to purchase a casket or urn for the decedent to request reimbursement for the cost of such a burial receptacle. The National Cemetery Administration does not give, sell or transfer any personal information outside of the agency. VA may not conduct or sponsor, and you are not required to respond to, this collection of information unless it displays a valid OMB Control Number. Responding to this collection is voluntary.

Replace with

**RESPONDENT BURDEN:** Public reporting burden for this collection of information is estimated to average 10 minutes per response. Statutory authority for casket or urn allowance is 38 U.S.C. 2306 for deaths **occurring on or after January 10, 2014 if interred in a VA national cemetery or on or after December 14, 2016 if interred in a VA-funded State or Tribal cemetery.** The information requested is approved under OMB Control Number 2900-0799 and is necessary to allow a person authorized to purchase a casket or urn for the decedent to request allowance for the

cost of such a burial receptacle. The National Cemetery Administration does not give, sell or transfer any personal information outside of the agency. VA may not conduct or sponsor, and you are not required to respond to, this collection of information unless it displays a valid OMB Control Number. Responding to this collection is voluntary.

c. Current Privacy Act Information:

**PRIVACY ACT INFORMATION:** VA is asking you to provide the information on this form under 38 U.S.C. Section 2306 in order for VA to obtain information sufficient to provide reimbursement for the purchase of a casket or an urn, if that Veteran has no next-of-kin that is willing or able to pay for the burial and insufficient resources for burial. VA may disclose the information that you put on the form as permitted by law. VA may make a "routine use" disclosure of the information as outlined in the applicable Privacy Act system of records notice (48VA40B, Veterans (Deceased) Headstone or Marker Records - VA, as published in the Federal Register on August 26, 1975, (40 FR 38095)). Providing the requested information is voluntary, but if any or all of the requested information is not provided, it may delay or result in denial of your request for reimbursement. VA may also use this information to identify Veterans and persons claiming or receiving VA benefits and their records and for other purposes authorized or required by law.

Replace with

**PRIVACY ACT INFORMATION:** VA is asking you to provide the information on this form under 38 U.S.C. Section 2306 in order for VA to obtain information sufficient to provide allowance for the purchase of a casket or an urn, if that Veteran has no next-of-kin that is willing or able to pay for the burial and insufficient resources for burial. VA may disclose the information that you put on the form as permitted by law. VA may make a "routine use" disclosure of the information as outlined in the applicable Privacy Act system of records notice (48VA40B, Veterans (Deceased) Headstone or Marker Records - VA, as published in the Federal Register on August 26, 1975, (40 FR 38095)). Providing the requested information is voluntary, but if any or all of the requested information is not provided, it may delay or result in denial of your request for allowance. VA may also use this information to identify Veterans and persons claiming or receiving VA benefits and their records and for other purposes authorized or required by law.

d. Current Part 1:

**INSTRUCTIONS FOR SUBMITTING A REQUEST FOR REIMBURSEMENT:** Type or print clearly all information required. This part serves as a means for applicants to certify information that is necessary to claim reimbursement for a casket or urn purchased for unclaimed deceased Veterans with insufficient resources for burial. To apply for reimbursement, applicants must also provide the invoice which clearly indicates the purchase price of the casket or urn purchased by the applicant. Applications and invoices should be submitted to the National Cemetery

Administration Finance Service **via fax 1-540-658-7281** or **via mail to National Cemetery Administration, Attention: Casket/Urn Reimbursements, P.O. Box 335, Garrisonville, VA 22463-0335.**

Applicants must also have a Vendor ID on file with the VA Finance Service Center (FCS). Applicants who do not have a Vendor ID may submit, either before or after the interment, a completed and signed FSC Vendor File Request Form (VA Form 10091) to the NCA Finance Service at the above address (**Attention: Casket and Urn Program**). Applicants may download the form at <http://vawww.va.gov/vaforms/va/pdf/VA10091.pdf>.

**PLEASE NOTE:** VA will not process the reimbursement unless the applicant has completed all requirements in Parts I of this form and submitted all required documentation for reimbursement.

Replace with

**INSTRUCTIONS FOR SUBMITTING A REQUEST FOR ALLOWANCE:** Type or print clearly all information required. This part serves as a means for applicants to certify information that is necessary to claim allowance for a casket or urn purchased for unclaimed deceased Veterans with insufficient resources for burial. To apply for the allowance, applications should be submitted to the National Cemetery Administration Finance Service **via fax 1-703-221-8680** or **via mail to Department of Veterans Affairs, Attention: NCA Finance Services, P.O. Box 141, Triangle, VA 22172.**

Applicants must also have a Vendor ID on file with the VA Finance Service Center (FCS). Applicants who do not have a Vendor ID may submit, either before or after the interment, a completed and signed FSC Vendor File Request Form (VA Form 10091) to the NCA Finance Service at the above address (**Attention: Casket and Urn Program**). Applicants may download the form at <http://vawww.va.gov/vaforms/va/pdf/VA10091.pdf>.

**PLEASE NOTE:** VA will not process the allowance request unless the applicant has completed all requirements in Part I of this form and submitted all required documentation for allowance.

e. Current Block 15:

15. PLEASE INCLUDE THE FOLLOWING ATTACHMENTS. *(Please ensure decedent's name and/or DECEDENT ID appears on each attachment.)*

INVOICE/BILL OF SALE SHOWING MODEL NUMBER AND PURCHASE PRICE OF CASKET OR URN

FSC VENDOR FILE REQUEST FORM (VA FORM 10091) *If previously enrolled provide Vendor ID*

Replace with

15. PLEASE INCLUDE THE FOLLOWING ATTACHMENTS. *(Please ensure decedent's name and/or DECEDENT ID appears on each attachment.)*

SUPPORTING DOCUMENTS REFLECTING NO NEXT-OF-KIN WAS LOCATED

FSC VENDOR FILE REQUEST FORM (VA FORM 10091) *If previously enrolled provide Vendor ID:*

**Page 2:**

1. Current Part II, Block 1:

1. BEFORE REIMBURSEMENT FOR THE CASKET OR URN CAN BE PROCESSED, ALL OF THE FOLLOWING QUALITY STANDARDS FOR THE BURIAL RECEPTABLE MUST BE OBSERVED:

**CASKET**

STANDARD SIZE *(Exterior dimensions are generally 82 X 28 inches)*

CONSTRUCTED OF 20 GAUGE OR THICKER METAL

CONTAINS A GASKETED SEAL, AND IS NOT LEAKING

HAS FIXED RAILS OR SWING ARM HANDLES

HOLDS THE WEIGHT OF THE DECEDENT'S REMAINS

Replace with

1. BEFORE ALLOWANCE FOR THE CASKET OR URN CAN BE PROCESSED, ALL OF THE FOLLOWING QUALITY STANDARDS FOR THE BURIAL RECEPTABLE MUST BE OBSERVED:

**CASKET**

STANDARD SIZE *(Exterior dimensions are generally 82 X 28 inches)*

CONSTRUCTED OF 20 GAUGE OR THICKER METAL

IS NOT LEAKING

HAS FIXED RAILS OR SWING ARM HANDLES

HOLDS THE WEIGHT OF THE DECEDENT'S REMAINS

Please see the attached form with proposed changes.

VA will update the date of the form once OMB approval of the revised form is received.