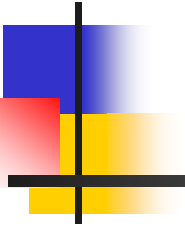


The Judgment Fund Claims Review Process



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Recap - What is the Judgment Fund?

- A permanent, indefinite appropriation available to pay:
 - Many (but not all) judicially and administratively ordered monetary awards against the United States
 - Amounts owed under compromise agreements negotiated by the U.S. Department of Justice in settlement of claims arising under actual or imminent litigation, if a judgment on the merits would be payable from the Judgment Fund





JFB Acceptance Criteria

- Statutory authority is **31 U.S.C. 1304**
- Criteria for acceptance
 - Awards or settlements are final
 - Awards or settlements are monetary
 - Payment of the award or settlement is authorized in 31 U.S.C. 1304(a)(3)
 - Payment may not legally be made from any other source of funds





Who can submit JF claims?

- Claims **must** be submitted to the Judgment Fund Branch by
 - Department of Justice, or
 - Other Federal agencies that have independent litigating authority representative



How can I submit a claim to the Judgment Fund?

Claims are currently accepted in three forms:

- Mail
 - USPS, FedEx, or hand delivered
- Esker Fax
 - secure fax
- Judgment Fund Internet Claims System (JFICS)
 - Electronic submission



JF Claims Submissions – “Paper Claims”

- Paper Claims (mail or Esker Fax) must be submitted using the standard FMS Forms
 - **FMS Form 194 – Judgment Fund Transmittal**
 - **FMS Form 196 – Judgment Fund Data Sheet**
 - **FMS Form 197 – Judgment Fund Voucher for Payment**
- These forms are downloadable in MS Word and PDF formats at <http://fms.treas.gov/judgefund/forms.html>
- Claims submitted on obsolete forms will be denied
- Signed court orders or settlement agreements are required
- A valid taxpayer identification number (“TIN”) for the party entitled to payment (“PEP”) is required.





JFB Claims Review Process

Purpose: To ensure that claims are payable under the criteria of 31 USC 1304.

- Required documentation must be provided in order to demonstrate appropriateness for payment.





Required Documentation

- All Payments
 - Copy of judgment or settlement agreements
- Payments to Multiple Claimants/Single Award
 - Documentation that each claimant award is >\$2,500
- Awards of Costs
 - “Bill of Costs” or court order awarding costs
- Awards of Back Pay
 - Precise indication of amounts allocable to net pay, deduction and interest.





JFB Claims Review Process

- Key Participants

- Claims Analyst – Performs data entry (as needed), initial review and recommendation
- Claims Reviewer – Performs second stage review and disposition of claims
- Supervisor/Manager – Performs third stage review and disposition of \$1 million or more





Paper Submissions

- Forms 194, 196 and 197 completed
- Forms mailed to Judgment Fund
- Submission logged and date stamped
- Scan and store digitized claim
- Assign to Claims Analyst
- 1st Review ~ Analyst
- 2nd Review ~ Reviewer
- 3rd Review ~ Supervisor (If claim=1 million or more)
- Case Decision- Approval, Rejection or Denial





Along the way...

- Analysts may contact submitting agency and request clarifications and/or additional documentation.
- Complex claims or disputed claims may be forwarded to Treasury's Office of Chief Counsel for review.





After the Claims Review Process

- Approved claims are transferred electronically to accounting system for payment
- Submitting agency is notified of denied/rejected cases
 - Submitting agency may modify rejected claims and resubmitted claims as appropriate





Esker Fax Submissions

- FMS Forms and supporting documents are faxed to a secure document repository
- Secure fax submissions are received in digitized format
 - Mailing, logging, stamping, and scanning are not necessary
 - Processing time is reduced
- After assignment, these cases proceed through the normal approval process





EskerFax Submissions - cont.

- Agencies ***must*** use the designated Fax Cover Sheet when transmitting claims to the JF Branch via secure fax
 - A text-fillable PDF Cover sheet can be printed from the Judgment Fund Website at:
<http://fms.treas.gov/judgefund/forms.html>
- Agencies must not transmit multiple claims under a single cover sheet
 - *Only one claim per cover sheet, please.*





JFICS Submissions

For JFICS claims:

- Agencies enter claim information online
 - Data uploaded directly into JFICS database
 - No FMS Forms 194, 196 and 197
 - No data entry by Claims Analyst
- Corrections, changes are made by the submitting agency
- Supporting documents received via secure fax
 - No scanning, indexing needed
- After assignment, these cases proceed through the normal approval process.





Other JFICS Benefits

- Provides immediate feedback on accuracy of information submitted
 - Minimizes many common reasons why paper cases are rejected
- Reduces paper handling and mailing at agency and at JF Branch
- Facilitates faster, more accurate processing
- Allows agencies to track claim status online in real time



Processing Summary for Different Types of Claim Submissions

Processing Step	Paper submissions	Secure fax submissions	Internet submissions
<ul style="list-style-type: none"> • Log receipt • Date stamp • Scan (digitize) 	Yes	No	No
Claims assigned	Yes	Yes	Yes
Data entry into JFICS	Yes	Yes	No
Claims analysis	Yes	Yes	Yes
Claim review	Yes	Yes	Yes
Mgr/Supervisor sign-off	Yes	Yes	Yes
Payment request transfers to accounting system (FASDAS)	Yes	Yes	Yes





Rejected and Denied Claims

Definitions:

- Rejected claims – Claims that cannot be acted upon by the JF Branch for certain reasons
- Denied Claims – Claims deemed inappropriate for payment from the Judgment Fund



Common Reasons for Rejected or Denied Claims

Rejected Claims

- Missing forms
- Missing signatures
- Missing citation code
- Missing SS #
- Incorrect ABA #
- Supporting documentation not provided
- Reimbursement info not provided

Denied Claims

- "Otherwise provided for"
- Below legal thresholds (tort claims, Military Act claims)





If You Have Additional Questions

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