

***Documents Required for Claims for Employment-Related Benefits Losses
 and Reimbursable Search and Training Costs***

1. **Introduction.** Claimants seeking recovery for Individual Economic Loss (IEL) may also file claims for Employment-Related Benefit Losses (ERBL), Reimbursable Search Costs (RSC), and/or Reimbursable Training Costs (RTC). These claims require claimants to submit specific documents in addition to the documents required to support an IEL claim. Over 90% of ERBL, RSC, and RTC claims that we have reviewed so far are incomplete because the claimants did not submit any documents to support the claims. The Settlement Agreement requires claimants to submit these documents and requires us to stop and ask for them if claimants have not provided them. When we have to send such a notice, it delays the processing of the claim. Look at Part 3, Section F of the Instructions for Completing the Individual Economic Loss Claim Form for detailed information about filing an ERBL, RSC or RTC claim. We are sending this Alert to remind claimants of these requirements, in the hope that claimants will submit the required materials and we can keep moving on the claims.

2. **Required Supporting Documents.** These tables list the documents that must be submitted to support an ERBL, RSC, or RTC claim. Claimants do not have to submit every single one of these documents, for most claimants do not claim every one of these benefits. But claimants must submit copies of the documents that relate to the type of benefit they are seeking. Claimants and their lawyers need to make sure that they submit documents to support these claims, or we cannot process or pay them.

Table 1	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR EMPLOYMENT-RELATED BENEFIT LOSSES (ERBL)	
	Type of Benefit	Description of Document
1.	Employer Sworn Statement #39 (Benefits Employer Sworn Written Statement)	A sworn document completed by the employer on behalf of the employee, which details information regarding certain employment-related benefits.
2.	COBRA Insurance Documents	A health insurance plan which allows an employee who leaves a company to continue coverage under the company's health plan for a certain time period and under certain conditions. The name results from the fact that the program was created under the Consolidated Omnibus Reconciliation Act.
3.	Insurance Policies	An insurance contract, describing the term, coverage, premiums and deductibles.
4.	Insurance Payments	Documents showing payments made by you or your employer towards an insurance policy for health care.

Table 1	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR EMPLOYMENT-RELATED BENEFIT LOSSES (ERBL)	
	Type of Benefit	Description of Document
5.	Insurance Card	A card with insurance information, typically including the insurance carrier and policy holder.
6.	Retirement 401(k) Plan	A qualified plan established by employers to which eligible employees may make salary deferral (salary reduction) contributions on a post-tax and/or pretax basis. Employers offering a 401(k) plan may make matching or non-elective contributions to the plan on behalf of eligible employees.
7.	Retirement 403(b) Plan	A U.S. tax-advantaged retirement savings plan available for public education organizations, some non-profit employers, cooperative hospital service organizations, and self-employed ministers in the United States.
8.	Retirement Profit Sharing Plan	A plan that gives employees a share in the profits of the company. Each employee receives a percentage of those profits based on the company's earnings.
9.	Retirement Pension Payments	A pension given to a person who has retired from regular employment arising from the person's former employment, or the product of investment in a personal or stakeholder pension scheme.
10.	Other Health or Retirement Documents	Other documents related to Health or Retirement benefits that show an employer may have invested into on the behalf of the employee.

Table 2	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR REIMBURSABLE SEARCH COSTS (RSC)	
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Table 2	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR REIMBURSABLE SEARCH COSTS (RSC)	
	Type of Document	Description of Document
1.	Advertisement or Brochure	Postings for job openings, “Help Wanted” classified ads, pamphlets distributed at job fairs, recruiting and promotional materials, and/or documents disseminating information about the company including job positions and career paths.
2.	Bank Statements, Credit Card Statements and/or Receipts	Personal financial records that show the expenses incurred as a direct result of a search for employment.
3.	Correspondence from Employer/Business Owner	Any dated written communication such as a letter, email or fax from a former or potential employer containing information relevant to a claimant’s search for employment, the date on which a claimant was terminated from employment, or the date on which a claimant was hired.
4.	Documentation of Job Search or Efforts to Find Work	Any documents that contain information about a claimant’s efforts to find employment that do not otherwise appear in this table.
5.	Employment Application	Resumes or job applications submitted to a potential employer by the claimant that include the submission date and the name of the potential employer to whom it was submitted.
6.	Employment Website Print-Out	Confirmation of the electronic submission of a resume and/or application for employment to a potential employer’s website.
7.	Purchase Invoice	Dated invoice showing the cost and type of goods or services incurred as a direct result of a search for employment. The invoice must have some indication that the claimant paid the full amount listed on the invoice.

Table 3	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR REIMBURSABLE TRAINING COSTS (RTC)	
	Document Type	Description of Document
1.	Bank Statements, Credit Card Statements and/or Receipts	Personal financial records documenting expenses incurred as a direct result of job training that include the date the expense was incurred, the amount of the expense, and for what goods or services the expense was paid.
2.	Correspondence from Employer/Business Owner	Any dated written communication such as a letter, email or fax from employers or business owners containing information relevant to a training course in which the claimant participated, the date on which a claimant was terminated from employment, or the date on which a claimant was hired.
3.	Correspondence from Institution	Any dated letters or emails or other written communication from an educational or training institution containing information relevant to a training course or class in which the claimant participated.
4.	Diploma, Certification or License	Any document given to the claimant by an educational or training institution verifying completion of a particular test, course or class, and/or the authorization to conduct the activities identified on the certification or license.
5.	Education Records	Any document that contains information about a claimant's job training not otherwise appearing in this table.
6.	Enrollment Confirmation	A document provided by a training or educational institution confirming that the claimant enrolled to take a test or participate in a particular course or class.
7.	Matriculation Certificate	A certificate provided by a training or educational institution confirming that the claimant has met all of the course's minimum requirements and has successfully enrolled to participate in one or more of the programs, courses, or classes offered by that institution.

Table 3	DOCUMENTS REQUIRED TO SUPPORT A CLAIM FOR REIMBURSABLE TRAINING COSTS (RTC)	
	Document Type	Description of Document
8.	Transcript	An official document provided by an educational or training institution detailing the type of program(s), class(es), or course(s) in which the claimant participated and rating the claimant's performance in each course, class or program.