

Texas Veterans Commission

Claims Department

How to become an Accredited Veteran County Service Officer (VCSO). Here is what you need to know:

You **MUST**:

1. Be Employed by a County in the State of Texas
2. Appointed by that County's Judge
3. Work 1000+ hours per year
4. Successfully complete Initial Training
5. Pass the Training, Responsibility, and Involvement in Claims Preparation (TRIP) Course
6. Complete Online VA courses on HIPAA, Privacy, Information Security, Rules of Behavior, and more.
7. Complete 12 hours of Continuing Education (CE) annually
8. Pass a Background check by the Department of Veterans Affairs

Once you are employed and appointed; TVC can then provide access to the Veterans Service Officer Liaison, Laura Bivens (laura.bivens@tvc.texas.gov) to assist with:

1. Initial Training
2. TRIP Training
3. Online VA Courses
4. Completing CE
5. Badging and Access to VA systems

Per State and Federal Regulations those who are:

1. Volunteers
2. People employed by 501 (c) (3)
3. Non-County Employees

cannot be Accredited and will not be eligible to advise veterans, fill out claims, and/or submit claims on the veteran's behalf.

County Judges:

You must certify in writing that your VCSO:

1. Is a County Employees
2. Is Appointed by you as the Veteran County Service Officer
3. That the VCSO will work 1000+ hours annually

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