

VA WORK-STUDY

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We are here
to help you
find your way



VETERANS BENEFITS ADMINISTRATION

NCACVA Spring 2014
March 16 - 19, 2013



U.S. Department
of Veterans Affairs

VA WORK-STUDY

- **What is it?**

- ❖ 'Earn-while-you-learn' benefit (non-taxable)
- ❖ Payable in addition to regular education benefits
- ❖ Available to persons training under the following educational assistance programs:
 - Post-9/11 GI Bill (38 U.S.C. Chapter 33)
 - Montgomery GI Bill--Active Duty (38 U.S.C. Chapter 30)
 - REAP Participants (10 U.S.C. Chapter 1607)
 - Montgomery GI Bill--Selected Reserve (10 U.S.C. Chapter 1606)
 - Post-Vietnam Era Veterans' Educational Assistance Program (38 U.S.C. Chapter 32)
 - Dependents' Educational Assistance Program (38 U.S.C. Chapter 35)
 - National Call to Service Participants
 - Vocational Rehabilitation & Employment Program -- (38 U.S.C. Chapter 31)

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- **Who is Eligible?**

- ❖ Must be receiving benefits for training in a college degree, vocational or professional program of study
- ❖ Must be training at $\frac{3}{4}$ time (75% Rate of Pursuit) or greater

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- **Allowable Work-Study Activities**

- ❖ Traditionally six allowable activities
- ❖ **Sunset** Provision reinstated three qualified study activities that were originally approved only through December 26, 2006. Last authorized through June 30, 2013.
 - Have not been extended by Congress.
- ❖ PL 111-275 expands the definition of “qualifying work-study activities” to include four additional activities effective October 1, 2011.

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- **Outreach at non-VA facilities:**

- ❖ Must be part of VA's Outreach program and under supervision of VA employee .
- ❖ Under Sunset provision, included assisting SAA employees in performing outreach services until June 30, 2013.
- ❖ Effective October 1, 2011, PL 111-275 authorizes any activity of a State veterans agency related to providing assistance to veterans in obtaining any benefit under title 38 U.S.C. or the laws of the State.

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- **Educational Institutions:**

- ❖ Preparation of VA paperwork and associated tasks
- ❖ Must be supervised by a school official, usually SCO
- ❖ PL 111-275 added the following:
 - 1) A position working in a **Center for Excellence for Veteran Student Success**, as established under 20 U.S.C. 1161t, which purpose is to support and coordinate academic, financial, physical, and social needs of veteran students;
 - 2) A position working in a cooperative program carried out jointly by the Department and an **institution of higher learning**; and
 - 3) Any veterans-related position in an **institution of higher learning**.
- ❖ See “Work-Study Duties at Educational Institutions” handout for more information.

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- **Hospital and domiciliary care:**
 - ❖ May assist in providing care & treatment at VA nursing homes & domiciliary centers.
 - ❖ Under Sunset provision, included such care provided to veterans in a State nursing home until June 30, 2013, if State receives payment from VA for such care.

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- **Other VA activity:**
 - ❖ May assist with any VA activity at a VA facility, including...
 - VA regional benefit offices (RO)
 - VA medical centers & outpatient clinics
 - TAP centers
 - VA National Cemeteries, etc.

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- **Chapter 1606 & 1607 Administration:**
 - ❖ Available only to Chapter 1606 & 1607 participants
 - ❖ May assist with administration of respective benefit at DOD, Coast Guard or National Guard facilities

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- **National Cemetery or State veteran's Cemetery Administration:**
 - ❖ Available until June 30, 2013, under Sunset Provision
 - ❖ Refers to National Cemeteries not administered by VA, such as Dept of Interior, Dept of Army, etc.

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- **Application Procedures:**
 - ❖ Student completes **VA Form 22-8691**
 - Available on GI Bill website
 - A new application is required for each contract period.
 - ❖ Employer furnishes **Job Description**
 - Include estimate of number of work hours needed (See “Work Study Duties at Educational Institutions” handout)
 - ❖ **Submit application** package to RPO as follows:
 - Fax: 404-929-3136
 - E-Mail: wks.vbaatg@va.gov
 - Postal Mail:
 - VA Regional Office
 - ATTN: Work-Study Unit
 - 1700 Clairmont Road
 - Decatur, GA 30033-4032

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- **Application Procedures (continued):**
 - ❖ Work-Study Team will furnish supervisor by email or fax:
 - **Work-Study Agreement (aka Contract)**
 - VA Form 22-8692 (Advance Pay);
 - VA Form 22-8692b (non-Advance Pay); or
 - VA Form 22-8692a (Extension)
 - **Time Record (VA Form 22-8690):**
 - Use to record hours worked
 - Student and supervisor must initial each entry

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- **Contracts:**

- ❖ Contract period generally equal to certified enrollment period
 - May begin 30 days before and end 30 days after term
 - May not exceed 30 continuous days during which student not pursuing training (before and/or between enrollments)
 - Any extensions based on the 30-day provision will be included in the contract period shown on the WSA and TR. **Do not allow additional time before or after contract period.**
- ❖ Contract hours equal 25 times the number of weeks in the contract period
- ❖ WSA must be signed by student & returned before payments may be issued

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- **Extended Contracts:**

- Applications for new (continuing) enrollment periods will be processed as 'extensions'.
- Submit as early as possible after enrollment certified.
- Contracts may be extended up to one year (or 1300 hours).
- New position description not required.
- Extended Work-Study Agreement & new Time Record issued

- ❖ **Exceptions:**

- Advance payments may not be paid on extended contracts
 - Advance payments require a new contract
 - Final Time record from current contract required
 - Submit Advance Pay applications with final Time Record
- New contract required after one-year/1300-hour limitation (system constraints)
 - Final Time record from current contract required
 - New position description not required

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- **Payment Procedures:**

- ❖ Payment rate equals Federal minimum wage or respective State minimum wage, whichever is greater.
- ❖ Advance payments:
 - Equal lesser of **50 hours** or 40% of total contracted hours.
 - Further payments made after advanced hours worked off
 - Overpayment if student fails to work advanced hours
- ❖ Regular payments made the earlier of:
 1. Completion of each 50 hours worked
 - Payments for total hours worked if 50+ submitted (within contract limitations)
 - Previously limited to 50-hour increments
 2. **NEW:** Once a month at end of month if fewer than 50 hours worked.
 3. Final time card for contract period

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- **e-Time Records:**

- Spreadsheet developed locally by & for Atlanta RPO.
- Automatically calculates cumulative hours worked based on daily hours entered
 - Eliminates calculation errors
 - Improves processing timeliness
- Includes Hours Worked & Payment Due Tracker
- Currently represents approximately 40% of time records
- Revision #3 (v.3) corrected data integrity error.
- Revision #4 (v.4) added Supervisor e-mail field.
- Revision #5 (v. 5) updated 'Tracker' to include only data manually entered therein. Previous versions automatically included hours entered on the Time Record side if within 50 hours of maximum.

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- **Atlanta RPO Work-Study Organization :**

- Work-Study Coordinators:

- **Linda Wiggins** [NC & PR]

linda.wiggins@va.gov / 404-929-3117

- **James Smedley** [GA]

james.smedley@va.gov / 404-929-3010

- Work-Study Specialists:

- **Mary Linda Harris**

- **Deborah Mouchet**

- **Quandria Stephens**

- Supervisor:

Jerome Marshall

jerome.marshall@va.gov / 404-929-3002

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- ***If You Need Help:***

- ❖ **Routine Inquiries:**

- **Applications**

- Allow seven working days
 - Contact respective Coordinator for state

- **Time Records:**

- Allow seven working days
 - All except CH31 students call GIBILL Call Center (888-442-4551)
 - CH31 students call National Call Center (1-800-827-1000)
 - ❑ **NEW:** Work-study records stored in TIMS after processed.
 - WT8690 – Time Record form + payment record
 - WAWARD – Payment record
 - ❑ If payment record not in TIMS, check BDN (Benefits Delivery Network) payment history for latest “06L” transaction.
 - CH31 – “**M38**” screen
 - CH30, CH33, CH1606 & CH1607 – “**M22**” screen
 - CH35 – No payment history screen. Payment record captured to TIMS.

- ❖ **Hardship:** supervisor contact respective Coordinator

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Chapter 33 BDN "M22" Payment History Screen

Softerm - Modular - MGW1 Connection

File Edit Options Preferences Help

M22 CH33 PAYMENT HISTORY 02-27-12

FILE NUMBER [] NAME: [] STA NUM: 316

DATE	TRANS	COST	PAY AUTH	PROCEEDS	OFFSET/APPLD	PAYMENT AMT
02-24-12	06L	1GI	383.50			383.50
02-21-12	FFP	1GI	1329.60			1329.60
02-09-12	06L	1GI	383.50			383.50
01-31-12	06L	1GI	383.50			383.50
01-23-12	FFP	1GI	975.04			975.04
12-21-11	FFP	1GI	709.12			709.12
12-20-11	06S	1GI	896.31			896.31
12-20-11	060	1GI	416.67			416.67
12-12-11	06L	1GI	365.50			365.50
12-01-11	06L	1GI	365.50			365.50
11-21-11	FFP	1GI	1329.60			1329.60
11-10-11	06L	1GI	731.00			731.00
10-22-11	FFP	1GI	1329.60			1329.60
10-17-11	06L	1GI	365.50			365.50
09-29-11	06L	1GI	365.50			365.50

PAYMENT HISTORIES
EARLIER 32 LATER 00 NEXT SCREEN

Online Connect Half Duplex Capture Off lc NumLock 02/27/2012 11:06A Mark On

READY Replace Form Roll Line: 22 Col: 026

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Chapter 31 BDN "M38" Payment History Screen

Softerm - Modular - MGW1 Connection

File Edit Options Preferences Help

M38 CH31 TRANSACTIONS/PAYMENT HISTORIES 02-27-12

FILE NUMBER [REDACTED] NAME [REDACTED] STA NUM 317

DATE	TRANS	DATE	TRANS	DATE	TRANS	DATE	TRANS
02-27-12	06L	02-17-12	FFP	02-08-12	06L	02-06-12	11R
01-21-12	11R	01-20-12	FFP	01-19-12	06L	01-03-12	06L
12-21-11	06L	12-19-11	FFP	12-19-11	06L	12-13-11	22

DATE	TRANS	COST	PAY AUTH	PROCEEDS	OFFSET AMT	PAYMT AMT
02-27-12	06L	31				383.50
02-17-12	FFP		562.62			562.62
02-08-12	06L	31				383.50
01-20-12	FFP		656.39		46.89	609.50
01-19-12	06L	31				381.70
01-03-12	06L	31				394.74
12-21-11	06L	31				95.03
12-19-11	FFP		492.30			492.30
12-19-11	06L	31				365.50
12-06-11	06L	31				365.50
11-21-11	06L	31				219.30
TOTALS			3569.85		46.89	6477.23

NEXT SCREEN

Online Connect Half Duplex Capture Off lc IllumLock 02/27/2012 11:19A Mark On

READY Replace Form Roll Line: 22 Col: 076

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Chapter 35 ~ Payment Screen in TIMS

Benefit Processing - [Folder Processing]

File Edit View Claim Document Window Help

Case Information: File/Claim #:
Payee Number:
Sensitivity Level:
Facility Code:

Claimant Information: SSN:
First Name:
Middle Name:
Last Name:

Claim Token Information: Benefit Type:
Assigned To:
Status:

Veteran Information: SSN:
First Name:
Middle Name:
Last Name:

CT Message:

New	Status	ID	DocType	DocDate	BenefitType	Remark
		029953301	BDNFIN	02/29/2012	CH35	W/S PMT...72.5 HRS...1/30/12 - 2/15/12
		029900750	BET	02/24/2012	CH35	601 EFT
		029652638	BDNFIN	02/07/2012	CH35	W/S PMT...53.5 HRS...1/3/12 - 1/27/12
		029144399	BDNFIN	01/09/2012	CH35	W/S PMT...56 HRS...12/20/11-12/30/11
		029089162	BDNFIN	01/04/2012	CH35	W/S PMT...44HRS...12/9/11 - 12/16/11
		028718583	MISC	12/03/2011	CH35	EP 250 PCLR'D
		028718575	AWARD	12/03/2011	CH35	ALL EDU BENE REVIEWED

EDUJMARS | 40 Documents as of 8:19:23 AM | 02/29/2012 08:23 AM

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Chapter 35 ~ Payment Screen in TIMS

The screenshot shows a window titled "IMEDGE Viewer - [Folder Processing] [BDNFIN] - 29953301". The window contains a form with the following fields and data:

F95 FISCAL AUTHORIZATION-EDU DATE 02-29-12
FILE NO PAYEE STUB NAME STATION 316

AMT \$ 525.62 CODE/CLASS DED AMT \$ APPRO 37 COST CODE 32

ADDRESS: FOREIGN MAIL CODE PYMT CODE DATE NO MONTHS
1 2 WORKSTUDY 3
4 5 6

DOCUMENT NO AMOUNT \$ DATE

LOAN GUARANTY DATA:
PRIN AMT \$ INT AMT \$ INT COMP DATE REF NO

UNASSOCIATED DATA:
UNASSOCIATED NO AMOUNT \$ INC/DEC

INPUT DOCUMENT: DATE NO ORIG TRANS

PFOP DATA: GRAT AMT \$ PVT SOURCE AMT \$ VSO RO

TRANS ADJ TRANS OPERATOR ENTER X BY ACTION: AUTHORIZER AUTHORIZER
CODE CODE DATE NO APPROVE NO DATE
06L 02-24-12 1550 DISAPPROVE 4047 02-29-12
PASS MARSHALL J

NEXT: FILE NUMBER PAYEE NEXT SCREEN
TRANSACTION WAS APPROVED

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Questions?

