

VA Work-Study

Overview & Update

VA SOUTHERN & EASTERN REGIONS
VETERANS EDUCATION SCO CONFERENCE

March
2018

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VA



U.S. Department
of Veterans Affairs

What is it?

- ❖ 'Earn-while-you-learn' benefit
- ❖ Additional allowance to students in return for their performing services in **VA related activities**.
- ❖ Non-taxable
- ❖ 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)

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
- ❖ Students must work at a VA approved work site

Students who have exhausted their education benefits and currently have an education debt may also qualify for this benefit

Allowable Work-Study Activities

- ❖ Traditionally four allowable activities
 - VA Facility Assignments
 - Educational Institutions
 - DOD facility Assignments (CH1606 & CH1607)
 - Other Non-VA Facility Assignments

Allowable Work-Study Activities

- ❖ **Sunset** Provision reinstated three qualified study activities that were originally approved only through December 26, 2006.
 - Outreach services performed at a State approving agency
 - Medical treatment and hospital/domiciliary care performed at State homes
 - Administration activities at a National cemetery or state veteran's cemetery
- ❖ Previously authorized through June 30, 2013.
- ❖ PL 114-315 extended from June 30, 2017 to June 30, 2022.
- ❖ Colmery FGIB removed Sunset.

Allowable Work-Study Activities

- ❖ PL 111-275 expanded the definition of “qualifying work-study activities” to include four additional activities effective October 1, 2011.
 - Any activity of a State veterans agency related to providing benefits assistance to veterans under VA law
 - A position working in a **Center of Excellence for Veteran Student Success**, as established under part T, title VIII of the Higher Education Act of 1965
 - A position working in a cooperative program administered by the VA and a **institution of higher learning**
 - Any other veterans-related position in an **institution of higher learning**

Summary of Allowable Work-Study Activities

- **VA Facility Assignments**
- **Educational Institutions**
- **DOD facility Assignments – Limited to assisting with administration of Reserve Educational Assistance benefit programs (CH1606 & CH1607)**
- **Other Non-VA Facility Assignments – Limited to VA Outreach services**
- **Outreach services performed at a State approving agency**
- **Medical treatment and hospital/domiciliary care performed at State homes**
- **Administration activities at a National cemetery or state veteran's cemetery**
- **Any activity of a State veterans agency related to providing benefits assistance to veterans under VA law**
- **A position working in the Center of Excellence for Veteran Student Success, as established under part T, title VIII of the Higher Education Act of 1965**
- **A position working in a cooperative program administered by the VA and a institution of higher learning**
- **Any other veterans-related position in an institution of higher learning**

VA Facility Assignments

- ❖ 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.
- ❖ No limit on acceptable duties
- ❖ Student should contact Human Resources Office of facility to inquire.
- ❖ SCO may wish to contact Human Resource Office of nearby facilities to establish rapport for referrals for students.

Educational Institutions

- ❖ Preparation of VA paperwork and associated tasks
- ❖ PL 111-275 added the following:
 - 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;
 - A position working in a cooperative program carried out jointly by the Department and an **institution of higher learning**; and
 - Any veterans-related position in an **institution of higher learning**.
- ❖ Must be supervised by a school official.

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

Non-VA Facilities

- ❖ Outreach services to service members and veterans furnished by employees of a State Approving Agency (SAA).
- ❖ 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.
 - Not limited to outreach
 - May be administrative duties

Outreach at Non-VA Facilities

- ❖ Assist VA beneficiaries (servicepersons, veterans, reservists, eligible dependents) with any VA claims or issues.
- ❖ Distribute VA pamphlets or other information about VA programs to VA beneficiaries or potential VA beneficiaries.
- ❖ Distribute information about other federal, state, or local government programs to VA beneficiaries.
- ❖ May not provide administrative services
- ❖ May not include distributing information and assistance to non-VA beneficiaries

Hospital and Domiciliary Care

- ❖ May assist in providing hospital and domiciliary care & medical treatment at VA nursing homes & domiciliary centers.
- ❖ Such care provided to veterans in a State nursing home , if the State receives payment from VA for such care.

National Cemetery or State Veteran's Cemetery

- ❖ Any activity relating to the administration of a national cemetery or State veterans' cemetery.
- ❖ Refers to National Cemeteries not administered by VA, such as Dept of Interior, Dept of Army, etc.

Application Procedures

- ❖ Student completes **VA Form 22-8691**
 - Available on GI Bill website
 - A new application is required for each contract period.

- ❖ Employer furnishes Work Site Application/**Job Description**
 - Include estimate of number of work hours needed
 - Estimate should include the use of work-study students during all intervals between terms as well

Job Description – Estimate of Work Hours

❖ Example:

A school believes it needs 3 work-study students per semester and for the summer term. The average length of work-study contracts is 400 hours for these students (based on 25 hours/week for 16 weeks). Therefore, the school should estimate that it needs 3,600 work-study hours for the academic year (400 hours X 3 students X 3 terms – 2 semesters and one summer term).

- ❖ *RPOs may not impose an arbitrary formula on the use of work-study students at schools, e.g., one work-study contract per 100 students per semester. The need for work-study students may vary widely among institutions (even institutions with the same VA student enrollment) depending on local circumstances. For example, an institution with a highly automated records system with students who rarely change their enrollment might need fewer work-study students than an institution with a paper bound system with students who frequently change their enrollment.*

Work Site Application/Position Description

**DEPARTMENT OF VETERANS AFFAIRS
WORKSTUDY WORKSITE
APPLICATION/POSITION DESCRIPTION**

WORKSITE NAME: _____
WORKSITE ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
POINT OF CONTACT/SITE SUPERVISOR: _____
SUPERVISOR EMAIL: _____
PHONE NUMBER: _____ EXTENSION: _____
FAX NUMBER: _____
SECONDARY SITE SUPERVISOR: _____

TYPE OF FACILITY:
DOD FACILITY ; DOMICILIARY ; EDUCATIONAL INSTITUTION ;
NATIONAL CEMETERY ; STATE CEMETERY ; VA REGIONAL OFFICE ;
VA MEDICAL CENTER ; OTHER VA FACILITY ; NON-VA FACILITY ;
STATE APPROVING AGENCY ; VETSUCCESS CENTER

IF YOU ARE AN EDUCATIONAL FACILITY, HOW MANY STUDENTS ARE IN RECEIPT OF VA EDUCATION BENEFITS?
HOW MANY MAN HOURS ARE YOU REQUESTING PER ACADEMIC YEAR?

ADDITIONAL INFORMATION

SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY / MUSKOGEE RPO

DATE RECEIVED _____
REGIONAL OFFICE _____
APPROVED DISAPPROVED
MAN HOURS APPROVED _____
APPROVING W/S COORDINATOR _____ DATE APPROVED _____

Application Procedures

Submit application package to RPO of jurisdiction

- Buffalo RPO
 - email at: workstudy.vbabuf@va.gov
 - fax # 716-551-3241

- Muskogee RPO
 - email at: workstudy.vbamus@va.gov
 - Fax # 918-781-7868 or 7785

- ST Louis RPO
 - Document email box: wksrtn.vbastl@va.gov
 - Fax # 314-552-9533

Application Procedures

- ❖ 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

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

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

Extended Contracts

❖ 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

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
 2. Every two weeks if fewer than 50 hours worked.
 3. Final time card for contract period

Site Supervisor Responsibilities

- ❖ Provide direct supervision to VA Work-Study students
- ❖ Ensure the Work-Study student is trained to perform the duties as stated in the approved Position description
- ❖ Ensure the Work-Study student does not begin working prior to the assigned start date as shown in the first paragraph of the contract/item 4A of the time record, or before the contract is approved by the Work-Study Department, whichever is later.
- ❖ Maintain the Work-Study student's time record
- ❖ Initial the time record as new entries are recorded, confirming cumulative total hours worked in 15 minute increments (i.e., .25 for 15 minutes; .50 for 30 minutes and .75 for 45 minutes)

Site Supervisor Responsibilities

- ❖ Ensure the Work-Study student does not work more than the maximum number of hours allowed on the contract as shown in the first paragraph of the contract/item 5 of the time record
- ❖ Ensure the Work-Study student does not work past the end date of the contract as shown in the first paragraph of the contract/item 4B of the time record
- ❖ Write “**FINAL**” on time record if last submission due to:
 - Reached maximum number of hours
 - Reached end date of contract, or
 - Student will not be returning for any other reason

Site Supervisor Responsibilities

- ❖ Maintain Work-Study files for 3 years following the last date worked
- ❖ Report Work-Study student's address change to VA immediately

Student Responsibilities

- ❖ Submit the Work-Study application as soon as possible up to 45 days prior to the start of their next term.
 - Application processing = 7 to 10 business days.
- ❖ List approved work site on application in field 11 “*Work Site Preference.*”
- ❖ Ensure the enrollment certification for the period requested has been submitted by the school.
- ❖ Sign and return contract as soon as possible after received by the work site.
- ❖ Know their contract...work within approved dates and hours parameters.

How Do I Contact the RPO Work-Study Department?

Buffalo RPO

- email at: workstudy.vbabuf@va.gov
- telephone at 716-857-3146 or 716-857-3383
- fax # 716-551-3241

Muskogee RPO

- email at: workstudy.vbamus@va.gov
- telephone at 918-781-7878
- Fax # 918-781-7868 or 7785

ST Louis RPO

- inquiry email at: ws.vbastl@va.gov
- Document email box: wksrtn.vbastl@va.gov
- telephone at 314-552-9861
- Fax # 314-552-9533

Student Responsibilities

- ❖ Payment Inquiries:
 - Allow 7-10 days for processing.
 - Call VA's toll-free education hotline (1-888-442-4551), or
 - submit a written inquiry through the Q&A feature of the GI Bill website (www.gibill.va.gov).
- ❖ Non-Chapter 35 students can also visit www.GIBILL.va.gov for a link to establish an eBenefits account, then they can call 1-800-827-1000 to establish the Premium account which will give them Internet access to their VA payment information including Work-Study payments.
- ❖ Work-Study students inquiring on the status of their application or time record should contact the Site Supervisor who may contact VA, if needed.

Questions



Contact Us



U.S. Department
of Veterans Affairs

WEBSITE: www.benefits.va.gov/gibill

FACEBOOK: www.facebook.com/gibillEducation

TELEPHONE: 1-888-GIBILL-1 (1-888-442-4551)



POST ★ 9/11
GI BILL

It's Your Future