VA | VR&E e-Authorization & e-Invoicing

VR&E Service Provider
School Certifying Officials (SCO)
January 2020
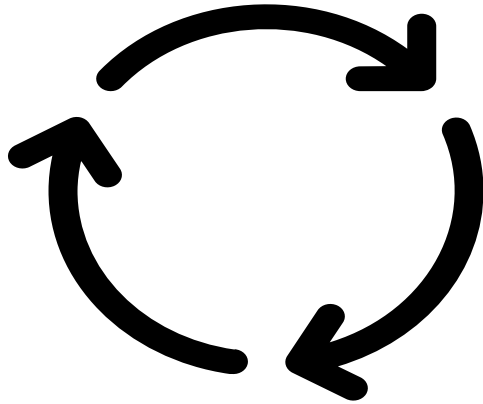
Impact of the Initiative

- Information in the following slides is applicable to the VR&E-sponsored (Chapter 31) students.

- SCO will continue to use VA-ONCE to certify Veteran's enrollments for all programs.

- There are no changes to GI Bill (Chapter 33) and reporting requirements.

School Certifying Officials (SCO) Overview

- VA Case Manager will create an e-Authorization (PO), formerly the VA 28-1905, in the Invoice Payment Processing System (IPPS)

- E-Authorizations will be submitted for all facilities for terms beginning on or after January 1, 2020

- SCO will receive a system generated email with Authorization (PO) number in the subject line (example shown on the next slide)

- SCO will review, authorize student enrollment and process VA-ONCE Certification

Sample Email

<!--- This is an auto generated email. Please do not respond ---!>

An authorization for payment of training, services, books, and/or supplies at your facility for a Department of Veterans Affairs (VA) Vocational Rehabilitation & Employment (VR&E) participant is available in the Tungsten Network. If this is the first authorization you are receiving, you will need to register by contacting VAFSCEnterpriseSupport@va.gov or by phone at (866) 372-1141.

For questions regarding the authorization, please contact the VR&E case manager at firstname.lastname@va.gov . For all other questions, please contact the Financial Services Center at VAFSCEnterpriseSupport@va.gov or by phone at (866) 372-1141.

Chapter 31

The authorization approves required costs for Chapter 31 training including tuition, fees, books, and supplies for the program identified in the "Name of Service" section of the authorization. Please note that VA will pay all invoices for the required tuition, fees, books, and supplies directly to the institution in arrears. The authorization also serves as notification to the School Certifying Official that training time should be certified for Chapter 31 claimants. In addition, this notification, if applicable, must be forwarded to the responsible party at your facility to alert them of the available authorization in the system to initiate the certification process using VA-ONCE.

Chapter 35

This authorization approves training, education, and services for Chapter 35 claimants under Specialized Vocational Training or Special Restorative Training. VA will pay only for the Special Restorative Training services listed in the "Name of Service" section of the authorization for Chapter 35 claimant. If applicable, detailed information for specific training courses and services during the authorized period may be listed under the specific "Notes" section of the authorization.

Chapter 18

The authorization approves required costs for Vocational Training for Certain Children with Spina Bifida or Other Covered Birth Defects under Chapter 18, which include tuition, fees, books, and supplies for the program identified in the "Name of Service" section of the authorization.

Thank you.

- SCO can use link to log in to Tungsten to search for Authorization (PO)

- If the facility is not yet registered with Tungsten, use the link in the email to register for an account

- Case Manager's email is populated in email should the SCO have questions about Authorization (PO)

Authorization (PO) Search

- Log into your Tungsten account

- Click "My POs"

Searching POs

| Home | Invoicing ▾ | My POs | Customers ▾ | Reporting ▾ | Early payment |

PO NUMBER IS EQUIVALENT TO AUTHORIZATION NUMBER

⚠ Please select the PO Date Range.

Criteria

Customer
ALL

PO number
1019140019

Status
Please select   PO status definitions

PO conversion status
All

Select PO date range
Last 12 months

GET MY POs

My PO summary

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

☐ Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Active purchase orders

| Select | PO number | Updated PO date | Customer | Customer TN Number | Status | Version | First line description | Lines | Invoices | Net value | Delivery Method |

No records found.

|< < 1 > >| Page size: 10   Displaying page 1 of 1, items 0 to 0 of 0

- Enter the Authorization (PO) number from the email subject line

- Select PO Date range

- Click "Get My POs"

Choose VA

VA | U.S. Department of Veterans Affairs

Search Result

- The Authorization (PO) should populate in "Active Purchase Orders."

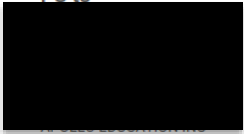- Click the blue plus icon on the left side to view the Authorization (PO)

View Authorization (PO)

- Select "Preview"

- This will prompt SCO to open or save the authorization in PDF format

Authorization Example

PO NUMBER
1019140019
TN Buyer Number:
AAA731070363
PO Date: 04 October 2019
Currency: US Dollar

PO from
VBA VRE
Invoices must be submitted Electronically
Do not Mail or Fax
Austin
TX
77777-7777

Invoice to
VA FSC VBA VRE
INVOICES MUST BE SUBMITTED
ELECTRONICALLY
DO NOT MAIL OR FAX
AUSTIN
TX
77777-7777

Reference numbers

PO to

Participant
TESTERA TESTER

ADDITIONAL INFORMATION
Release Number	
Contract Number	41
Start Date for Web PO	20191004
Exit Date	20191011
BuyerContacts	VA FSC VBA VRE~~~ ████@va.gov
Facility Code	123
SellerContacts	APOLLO EDUCATION INC~ ████@va.gov
Name	TESTERA TESTER
Last 4 SSN	6789
VA File Number	xxx
Buyer Tax Registration Num.	N/A
Supplier Tax Registration Num.	942473210

PO HEADER TEXT
Invoice Detail   BS Business Administration

PO Line Details
Line	Part code	Description	Qty	UoM	Unit price	Net amount
1		Tuition and Fees	1.000	Each	0.00000	0.00

Start Date   04 October 2019
End Date   11 October 2019

Authorization (PO) will open and SCO has the option to view, save, forward, or print authorization (PO).

Reject Authorization (PO)

- SCO may reject the Authorization (PO) if information is not accurate.

- Case Manager should receive an automated rejection notification.

* NOTE: VR&E encourages the SCO to reach out to the Case Manager to discuss reason for rejection and request a new authorization.

Authorization Information

- After review of Authorization (PO), SCO will proceed to VA-ONCE to certify enrollment.

- Once Authorization (PO) is reviewed and the participant's classes are certified in VA-ONCE, your business office will proceed with invoicing.

- Remember, service providers will not be able to invoice VA without an active authorization.

- Bookstores will receive a separate Authorization (PO) if invoicing is completed by different service provider.

- Case Managers may authorize enrollment periods up to one year.

Recommendations

- Tungsten does not permit searching by Veteran/Student.

- VR&E strongly encourages the SCO to enter the Authorization (PO) number and the approved time period into the student record in your student information system. This will make it easier to locate the Authorization (PO) for subsequent terms and assist the business office matching the student with the correct Authorization (PO) number.

What do I do if . . .

- What if the SCO also conducts business operations?
  - If the SCO also conducts invoicing operations for the facility, SCO will accept PO, convert PO, and submit to case manager through Tungsten. Case Manager will review, accept or reject the invoice, and submit for payment to Financial Services Center.

- What should the SCO do if the information on the Authorization (PO) is not accurate on the authorization?
  - The SCO should reject the authorization. The case manager will receive notification, however the SCO should reach out to the case manager to discuss the issue and request new Authorization (PO)

- What if the PO/Authorization (PO) number from the generated email can't be located in Tungsten?
  - If the SCO received a system generated email with an Authorization (PO) number and the SCO can't locate the authorization, the SCO should contact the case manager to confirm the authorization

For Further Questions

- Registration and Support
  - Phone: 1-866-372-1141
  - E-mail: VAFSCEnterpriseSupport@va.gov

- VA Financial Services Center
  - Phone: 1-877-353-9791
  - Email: vafsccshd@va.gov