

# WORK STUDY

# WORK STUDY

## •What is it?

- ‘Earn-while-you-learn’ benefits (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 currently 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 reinstates three qualified study activities that were originally approved only through December 26, 2006. Now authorized through June 30, 2013.
- 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, may also assist 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, includes 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 other VA activity, 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
  - Employer furnishes **Job Description**
    - Includes estimate of number of work hours needed (See “Work Study Duties at Educational Institutions” handout)
  - **Submit application** package to RPO as follows:
    - Fax: 404-929-5811
    - E-Mail: [WKS.VBAATG@VA.GOV](mailto: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 fax or email:
    - **Work-Study Agreement** [VA Form 22-8692b for non-Advance Pay or 22-8692 for Advance Pay]
      - 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)
      - Contract hours equal 25 times the number of weeks in the enrollment period
      - Must be signed by student & returned before payments may be issued
    - **Time Record (VA Form 22-8690):**
      - Use to record hours worked
      - Student and supervisor must initial each entry

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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 (VA Form 22-8692a) and new Time Record issued
- Advance payments may not be paid on extended contracts
  - Advance payments require 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 to 50 hours or 40% of total contracted hours, whichever is less.
  - Additional payments after advanced hours worked off
  - Overpayment if student fails to work advanced hours
- Regular payments may be made upon completion of each 50 hours worked
  - Payments for total hours worked if 50+ submitted (within contract limitations)
  - Previously limited to 50-hour increments, unless final Time Record

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- **e-Time Records:**

- Spreadsheet developed locally by & for Atlanta RPO.
- Automatically calculates cumulative hours worked based on daily hours entered
  - Alleviates calculation errors
  - Improves processing time
- Includes Hours Worked & Payment Due Tracker
- Currently represents approximately 33% of time records
- Revision #3 corrected data integrity error





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

- Atlanta RPO Work-Study Organization:

- Supervisor – **Jerome Marshall** (jerome.marshall@va.gov; 404-929-3002)

- Work-Study Coordinators:

- **Linda Wiggins [FL]** – (linda.wiggins@va.gov; 404-929-3117)

- **James Smedley [GA, NC, PR, & SC]** – (james.smedley@va.gov; 404-929-3010)

- Work-Study Specialists:

- **Mary Linda Harris**

- **Deborah Mouchet, and**

- **Parris Phillips**

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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)
  - ❑ All but CH35, ask representative to check for latest '06L' transaction on BDN master record
    - CH31 – "M38" screen
    - Others, except CH35 – "M22" screen
  - ❑ CH35 – ask representative to check TIMS for payment information

- **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

# WORK STUDY

## Chapter 31 BDN "M38" Payment History Screen

Softterm - Modular - MGW1 Connection

File Edit Options Preferences Help

**M38** CH31 TRANSACTIONS/PAYMENT HISTORIES 02-27-12

FILE NUMBER	NAME	STA NUM
02-27-12		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
<b>TOTALS</b>			<b>3569.85</b>		<b>46.89</b>	<b>6477.23</b>

NEXT SCREEN

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

READY Replace Form Roll Line: 22 Col: 076

# WORK STUDY

## Chapter 35 ~ Payment Screen in TIMS

**Benefit Processing - [Folder Processing]**

File Edit View Claim Document Window Help

Case Information:	Claimant Information:	Claim Token Information:	Veteran Information:
File/Claim #: <input type="text"/>	SSN: <input type="text"/>	Benefit Type: <input type="text"/>	SSN: <input type="text"/>
Payee Number: <input type="text"/>	First Name: <input type="text"/>	Assigned To: <input type="text"/>	First Name: <input type="text"/>
Sensitivity Level: 0 - Routine Business <input type="button" value="v"/>	Middle Name: <input type="text"/>	Status: <input type="text"/>	Middle Name: <input type="text"/>
Facility Code: <input type="text"/>	Last Name: <input type="text"/>		Last Name: <input type="text"/>

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

IMEDGE Viewer - [Folder Processing] [BDNFIN] - 29953301

File Tools Page Zoom View Help

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

# Questions?

