

# VA WORK-STUDY

You are here

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](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 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.





# VA WORK-STUDY

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

- Work-Study Coordinators:

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

[linda.wiggins@va.gov](mailto:linda.wiggins@va.gov) / 404-929-3117

- **James Smedley** [GA]

[james.smedley@va.gov](mailto:james.smedley@va.gov) / 404-929-3010

- Work-Study Specialists:

- **Mary Linda Harris**

- **Deborah Mouchet**

- **Quandria Stephens**

- Supervisor:

**Jerome Marshall**

[jerome.marshall@va.gov](mailto: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

M22 CH33 PAYMENT HISTORY 02-27-12  
FILE NUMBER [REDACTED] NAME: [REDACTED] 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

# VA WORK-STUDY

## 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

# VA WORK-STUDY

## Chapter 35 ~ Payment Screen in TIMS

**Benefit Processing - [Folder Processing]**

File Edit View Claim Document Window Help

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

# VA WORK-STUDY

## Chapter 35 ~ Payment Screen in TIMS

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

File Tools Page Zoom View Help

1

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?

