

# BASIC TRAINING WORKSHOP

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You are here

We are here  
to help you  
find your way



# BASIC TERMINOLOGY

- **DMC** – **D**ebt **M**anagement **C**enter
- **EFT** – **E**lectronic **F**unds **T**ransfer
- **ELR** – **E**ducation **L**iaison **R**epresentative
- **IHL** – **I**nstitution of **H**igher **L**earning
- **NCD** – **N**on **C**ollege **D**egree school
- **RPO** – **R**egional **P**rocessing **O**ffice
- **SAA** – **S**tate **A**pproving **A**gency
- **SCO** – **S**chool **C**ertifying **O**fficial
- **TOP** – **T**reasury **O**ffset **P**rogram

*(For a complete listing see SCO Handbook)*

# VA Systems

- **BDN** – **B**enefits **D**elivery **N**etwork
- **eBenefits** – One-stop shop for online benefits
- **LTS** – **L**ong **T**erm **S**olution
- **TIMS** – **T**he **I**mage **M**anagement **S**ystem
- **VAONCe** – **V**A **O**nline **C**ertification
- **WAVE** – **W**eb **A**utomated **V**erification of **E**nrollment
- **WEAMS** – **W**eb **E**nabled **A**pproval **M**anagement **S**ystem

# BASIC RESPONSIBILITIES

- Keep VA informed of the enrollment status of veterans and other eligible persons
- Keep SAA or VA (as appropriate) informed of new programs, changes in programs, institutional changes, etc.
- Apprise supervisors of any internal problems which may effect service to VA students
- Keep up to date on current VA rules and benefits
- Assist VA students in applying for education benefits
- Maintain records of VA students and make available for inspection

# KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- Basic forms to use are:
  - Enrollment Certification (VAF 22-1999)
  - Notice of Change in Student Status (VAF 22-1999B)
- Report all enrollments and changes within 30 days
- **Use electronic enrollment (VA-ONCE)**
- Monitor subjects pursued and certify only those that apply to the student's current program
- Monitor student's grades to ensure (s)he is making satisfactory progress and report unsatisfactory progress
- Monitor student's conduct and report when student is suspended/dismissed for unsatisfactory conduct

# KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- Monitor financial aid use by Post 9/11 GI Bill students and be able to differentiate between tuition and fee payments from other sources in order to properly certify tuition and fees to VA
- Ensure that ledgers contain all debits and credits, and that all are clearly identified
- Administer and monitor the Yellow Ribbon program at schools that participate

# Keep SAA & VA Advised of School Changes

SAA approves :

- private for profit schools, all non accredited schools
- non registered OJT and Apprenticeship programs
- original approvals for all schools

VA approves:

- changes to accredited public and private not for profit IHLs & NCDs
- flight schools, correspondence schools
- registered OJT/Apprenticeship facilities.

# Notify VA/SAA of any changes

- Use Notification Form for Modifications to Programs for VA approved programs:
- New programs and changes in current programs
- Changes in tuition and fees
- Changes in academic policies and procedures
- Changes of address, phone numbers, certifying officials
- Change in the school name or address
- Follow SAA instructions for programs approved by SAA



# Keep Informed of VA Rules & Policies

- Give e-mail address to ELR to be included on mailing list
- Read and maintain VA bulletins
- Attend VA and SAA training opportunities
- Enroll in VA on-line training
- [www.gibill.va.gov](http://www.gibill.va.gov)
  - SCO Handbook
  - VAONCE access
  - Information on all programs
  - ELR contact information

# Assist VA Students

- When asked, help veterans & dependents fill out and send in applications
- If student cannot resolve pay problems, assist through VA channels designated for school officials
- Disseminate and/or post information on VA education benefits and programs, and contact points
- Ensure that VA students are fully aware of their responsibilities to the school and VA

## Maintain Student VA Records & Make Available to VA & SAA

- Retain file of VA papers submitted & records of academic progress, program pursuit, tuition & fee debits/credits, etc.
- Maintain records for at least three (3) years following the student's last date of attendance
- Ensure that your records are kept in a safe place and that the privacy of your VA students is protected
- Make available all school records (VA & non-VA) to representatives of the SAA and VA

## ***What Should a School's VA File Contain?***

- Copies of all VA paperwork
- Your school's transcript, grade reports, tuition payment/refund records, records of tuition & fee payments from other sources (& full identification of those sources on a detailed payment ledger), drop slips, registration slips (for those courses dropped during drop/add), transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline (to track proper courses taken), enrollment agreement, degree audits, etc.
- For NCD schools must include monthly attendance reports including first and last day attended, copies of documentation for excused absences, class schedules, etc.

# Current VA Education Programs

- **Chapter 33**- Post 9/11 GI Bill
- **VRAP** – Veterans Retraining Assistance Program
- **Chapter 30** - Montgomery GI Bill (MGIB)
- **Chapter 1606** - Montgomery GI Bill-Selected Reserve (MGIB-SR)
- **Chapter 1607** - Reserve Educational Assistance Program (REAP)
- **Chapter 35** - Dependents Educational Assistance Program (DEA)
- **Chapter 31** - Vocational Rehabilitation & Employment (VR&E) (not administered by Education Division)

# POST 9/11 GiBILL HIGHLIGHTS (CH 33)

- Active duty service after 9/10/2001
- Established Charges (Tuition/Fees) paid directly to the school
- -Monthly Housing Allowance paid directly to the student  
(Housing payments based on rate of pursuit and school location)
- -Book Stipend paid directly to the student
- Yellow Ribbon
- IHLs from 8/1/2009; NCDs from 10/1/2011
- Transfer of Entitlement Provision for dependents

# DELIMITING DATES

- **Chapter 33** - Eligible veterans or transferee spouses have 15 years from veteran's date of discharge. Transferee children have from the age of 18 to 26 to use their benefits.
- **Chapter 30** - Eligible veterans have **10 years** from their date of discharge.
- **Chapter 35 child** - Generally have **8 years** from the date she/he is found eligible, if found eligible between ages 18-26.
- **Chapter 35 spouse** - Generally **10 years** from date of veteran's service-connected death, or date VA determined service-connected disability is permanent and total, whichever is later.
- **Chapter 1606** – As of the January 2008 enactment of Public Law 110-181, there is no longer a delimiting date for active reservists who are satisfactorily training with a Ready Reserve unit.
- **Chapter 1607** – No delimiting date until veteran leaves selected reserves. When a reservist completes their military obligation and exits service from the Ready Reserve then they **may** establish a 10 year delimiting date. Other exceptions apply.

***If the student is unsure, have them call the VA.***

# TUITION ASSISTANCE AND CH 33

- **Active duty service-members** may receive Chapter 33 benefits for the same courses for which they receive TA from the military
- Schools must deduct TA benefits from the net tuition and fees submitted to VA, and Chapter 33 is used to pay toward the remaining out-of-pocket costs.
- Chapter 33 students receiving TA should be certified the same as other Chapter 33 students.



# Tuition Assistance Top Up Active Duty ( Ch30) (TATU)

- Active duty service-members may not receive Chapter 30 benefits for the same courses for which they receive TA from the military
- VA will pay the difference between what DOD pays for tuition assistance and the actual cost of the course
- SCOs should not certify courses for which a service-member will receive TA under CH 30.
- Servicepersons apply for Top-up by sending a TA authorization form directly to VA.
- Detailed information about Tuition Assistance Top-up and about applying for Top-up is available on the GI Bill website



Download MOU from [www.gibill.va.gov](http://www.gibill.va.gov) and forward to ELR



edujhern  
3-1-3131-31

Name: VETERAN, JOE  
SSN: No SSN  
File/Payee: 000-00-0000/00

### Bio Data

Program: BSCS  
Chapter: 30  
Training Type: Undergraduate

5M



Bio

Certs

VA Data

Log

History



|   |               |                   |                                  |        |
|---|---------------|-------------------|----------------------------------|--------|
| Salutation  | First Name*   | Middle Name       | Last Name*                       | Suffix |
|   | JOE           |                   | VETERAN                          |        |
| SSN*  | Student ID    | Address*          |                                  |        |
| NO SSN  |               | Location Domestic |                                  |        |
| File Number*  | Payee#        | Chapter*          | 125 BASIC ST                     |        |
| 000-00-0000   | 00 (Vet)      | 30                |                                  |        |
| Training Type*  |               |                   | City*                            | State* |
| IHL_UNDERGRAD   |               |                   | WAGONER                          | OK     |
| School Short Name   | Facility Code | Zip*              |                                  |        |
| ECERT MIHL  | 3-1-3131-31   | 75555             |                                  |        |
| Program*  |               | Zip Suffix        |                                  |        |
| BS Computer Science   |               |                   |                                  |        |
| Prior Training Credit*  |               | Phone             |                                  |        |
| NONE  |               | Extension         |                                  |        |
| <input type="checkbox"/> Guest Student <input type="checkbox"/> Active Duty |               | Email             |                                  |        |
|   |               | Alternate Email   |                                  |        |
| Primary School -- Name  |               | Notes             |                                  |        |
|   |               |                   |                                  |        |
| Cell Phone  | DEL Date      | Maiden Nme        | Adv Pay <input type="checkbox"/> |        |
|   |               |                   |                                  |        |

Type of Training  
Nondegree College

Name of Program  
MEDICAL ADMIN ASSISTANT

Credit for Prior Training  
NONE

| Enroll<br>Begin | Dates<br>End | Revised<br>End Date | Res<br>Hrs | Dist<br>Hrs | R/D<br>Hrs | Clock<br>Hrs | Tuition<br>Amt | Fees<br>Amt | Yellow<br>Rbn Amt |
|-----------------|--------------|---------------------|------------|-------------|------------|--------------|----------------|-------------|-------------------|
| 01/15/11        | 05/20/11     |                     |            |             |            | 22           | \$1,000.00     | \$50.00     |                   |

Remarks

\*\*\*Student's signed request for Change of Program/Place of Training is on file.\*\*\*

\*\*\* Advance Payment Requested and Signature of Student on Record \*\*\*

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

Name of Contract School\Branch Location OKLAHOMA CITY  
Date Signed DRAFT School Information  
EC JUDY HERNANDEZ  
ECERT UNIV MUSK IHL  
A VERY COOL PLACE  
MUSKOGEE, OK 12345  
Phone #  
Facility Code 31313131

# 22-1999B REDUCTION OR TERMINATION

## - **LAST DATE OF ATTENDANCE**

{note the last date of attendance for the affected term.}

For college level courses any of the following methods may be used to determine the last date of attendance:

- attendance records;
- grading reports;
- last date on which examination or other papers filed;
- last date of activity in the instructor's records;
- a statement from the student as to the last day of his or her attendance.

## 22-1999B Termination (cont.)

### 5B. Reason For Termination

- Withdrawal Before Beginning of Term
- Withdrawal During Drop Period
- Withdrawal After Drop Period-Non-Punitive Grades Assigned
- Withdrawal After Drop Period-Punitive Grades Assigned (Complete 9 &11)
- End of Term or Course
- Unsatisfactory Attendance, Conduct, or Progress
- Graduation
- Withdrawal or Interruption (Non-college Degree Programs not on term basis)
- Other (Explain in Item 12, Remarks)

## Important Facts to Remember about Certifying

- The primary function of the School Certifying Official is to promptly (within 30 days of the change) report enrollment or changes in student enrollment status to the VA.
- Do not routinely add Remarks to certifications
- To submit any changes you will process an adjustment or termination in VA



Name: WICKS, ALEX  
 SSN: 131-31-3131  
 File/Payee: 131-31-3131/00

**Certs**

Program: ASG  
 Chapter: 30  
 Training Type: Undergraduate

2



Bio

**Certs**

VA Data

Log

History

All All All to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

|   | Term Name     | Info | Begin Date | End Date   | Credit | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|---|---------------|------|------------|------------|--------|------|-----|-------|--------------|---------------|---------|
| ▶ | 5M FALL '09 2 |      | 10/15/2009 | 12/15/2009 | 0      |      |     |       |              | 31313131      | 5969670 |
| ▶ | 5M FALL '09   |      | 09/05/2009 | 12/15/2009 | 8      |      |     |       |              | 31313131      | 5969670 |
| ▼ | 4 AUG '09     |      | 08/01/2009 | 08/30/2009 | 0      |      |     |       |              | 31313131      | 6000642 |
| — | 2 AUG '09     |      | 08/01/2009 | 08/30/2009 | 0      |      |     |       | 07/31/2009   | 31313131      |         |
| — | 4 AUG '09     |      | 08/01/2009 | 08/30/2009 | 2      |      |     |       |              | 31313131      | 6000642 |



Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: ASG Prior Credit: 2

AUG '09 ▶ 08/01/2009 08/30/2009 0 0.00 0.00

Term Name Begin Date\* End Date\* Credit Dist\* R/D Clock Tuition\* Fees\*

Advance Pay  Accelerated Pay (high-tech courses only)

Withdraw Before Beginning Of Term Reason for Termination

7/31/2009 LDA/EFF Date

Remarks **Modify Remarks List**



DRAFT  
Notice of Change In Student Status VA-ONCE ver.P028 - Chapter 30

VA File No.  
131313131-

Student Information

**WICKS, ALEX**  
**LUMBERJACK ROAD**  
**FORKS, WA 98337**

Termination Information: **Withdraw before beginning of term**

Date of Termination: **07/31/2009**

Period Beginning: **08/01/09**

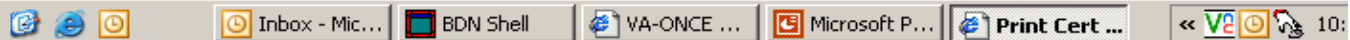
Ending: **08/30/09**

| Enroll          | Dates           | Cr       | Dist | R/D | Clock | Tuition       | Fees          | Yellow  |
|-----------------|-----------------|----------|------|-----|-------|---------------|---------------|---------|
| Begin           | End             | Hrs      | Hrs  | Hrs | Hrs   | Amt           | Amt           | Rbn Amt |
| <b>08/01/09</b> | <b>08/30/09</b> | <b>2</b> |      |     |       | <b>\$ .00</b> | <b>\$ .00</b> |         |

Adjustment Change-In-Student-Status Certification

Remarks


It Is Hereby Certified That The Student's Status Changed on the Date  
Indicated And In Accordance With The Facts Shown Above



# VA Form 22-1999 Enrollment Certification

## Identifying Information Items 1-4

1. Full name of student, including middle initial
2. VA file number of **veteran**. For chapter 35 dependents this will be either the SSN or C-number of the **veteran**.
3. Make sure the address is **current**
4. Social Security Number of student

|   |  |
|---|--|
|  Department of Veterans Affairs   |  |
| <b>ENROLLMENT CERTIFICATION FOR TRAINING OTHER THAN APPRENTICESHIP OR OTHER ON-THE-JOB, FLIGHT, OR CORRESPONDENCE</b> (See reverse for Apprenticeship, Other On-the-Job, Flight, or Correspondence)<br>(Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)  |  |
| <b>Side A</b>   |  |
| <b>IMPORTANT – COMPLETE ONLY ONE SIDE OF THIS FORM</b><br>Complete this side ONLY if you are certifying attendance for those types of training shown in Item 5.<br>(Use the reverse side for Apprenticeship, Other On-the-Job, Flight, or Correspondence training.)<br>Pull out carbon and reverse before completing the other side of this form. Ensure the VA Copy 1 is on top. |  |
| 1. NAME OF STUDENT (FIRST, MIDDLE, LAST)<br><input type="text"/>  | 2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number) <input type="text"/> |
| 3. CURRENT ADDRESS OF STUDENT<br><input type="text"/>   | 4. SOCIAL SECURITY NUMBER OF STUDENT (not entered in Item 3A above) <input type="text"/>   |

# VA Form 22-1999

## Enrollment Certification

- List each term/enrollment period (begin & end dates)
  - IHLs show beginning and ending dates of **each term**
  - NCDs (not on term basis) show **beginning and ending of course**, unless on term basis (certify same as IHLs)
  
- Semester, Quarter, or Clock hours for **each term (on term basis)**
  - Hours of remedial, deficiency, or developmental courses if approved (Chapter 35)

# VA Form 22-1999

- For NCD programs (on clock hours), clock hours of attendance **per week.**
- Charges (Tuition & Fees), provide for all Chapter 33 cases and for those students who are less than half time and active duty students.
- Training time to be completed by **GRADUATE SCHOOLS ONLY.** All others - do **NOT** complete.
- VRAP – Include Training Time

# VA Form 22-1999: Advance Pay

## •Item 14A - Advanced Payment Request

-Must be signed by student or (if electronic transmission) state that signature is on file

-School must sign agreement with ELR to participate

-Must agree to hold checks in safe place and deliver to student upon registration

## -Not available to Post-9/11 GI Bill students

| ADVANCE PAYMENT REQUEST (Note: Advance payment is not an accelerated payment) (See Instructions) |   |                                |
|--|---|--------------------------------|
| I REQUEST AN<br>ADVANCE PAYMENT  | 14A. SIGNATURE OF STUDENT<br>[REDACTED] | 14B. DATE SIGNED<br>[REDACTED] |

# VA Form 22-1999b

## Notice of Change in Student Status

### Change in Status: “Modifying Enrollments”

- **Adjustment**: Allows you to report a decrease or increase in hours for the term
- **Amend**: Allows you to edit the beginning date, ending date, or tuition and fees. This should be used for correcting something, other than hours, on the original certification
- **Terminate**: Allows you to report when a student is no longer attending the term (dropped to 0 credits)

# Mitigating Circumstances & Remarks

- **Mitigating Circumstances** - If the student gives a reason (**ANY REASON**) for the change, whether a complete drop of all courses or a reduction in number of credit hours, check YES.
- **Remarks** - This is used primarily for mitigating circumstances. Give as complete a description of the circumstances as possible, including dates, references, etc. If student has documentation for the circumstances, also state “Documentation on file.”
  - If the reason was **call to active military duty**, then state, “Call to active federal military service - documentation on file.” The proper documentation in such a case would be a copy of the student’s orders. Also, report the actual last date of attendance as the effective date.

# Work Study

- VA will pay work study students who are training at  $\frac{3}{4}$  time training or greater
- The work study's duties must be VA related
- The student is paid minimum wage



# Resources

## • [www.gibill.va.gov](http://www.gibill.va.gov)

- Locate your ELR
- Download SCO Handbook
- Information about programs



## Debt Management Center

- [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov) – SCO only
- [dmc.ops@va.gov](mailto:dmc.ops@va.gov) - students or schools
- 800-827-0648
- [www.va.gov/debtman/](http://www.va.gov/debtman/)
- *Treasury Off-Set Program*
- 800-304-3170

## National Call Center

- 888-442-4551 – General Questions
- 855-225-1159 - SCO dedicated phone line



## Ask a question (Right Now Web):

- [www.gibill.va.gov](http://www.gibill.va.gov)



***QUESTIONS?***