

NCACVA Spring 2014 March 16 - 19, 2013



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)

Who is Eligible?

- Must be receiving benefits for training in a college degree, vocational or professional program of study
- Must be training at ¾ time (75% Rate of Pursuit) or greater

Allowable Work-Study Activities

- Traditionally <u>six</u> 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.

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.

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.

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.

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.

- 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

- 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.

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
 - Postal Mail:

VA Regional Office

ATTN: Work-Study Unit

1700 Clairmont Road

Decatur, GA 30033-4032

Application Procedures (continued):

- ❖ Work-Study Team will furnish supervisor by email or fax:
 - Work-Study Agreement (aka Contract)
 - VA Form 22-8692 (Advance Pay);
 - o VA Form 22-8692b (non-Advance Pay); or
 - o 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

***** 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
 - 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

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 D	epartment of '	Veterans Affa	irs		TIME RECO	RD (VORK-S)	TUDY PROGR	AM) v.3		
1. AGREEMENT CON	TROLNUMBER	2. NAME OF STUD	DENT		3.FILE NUMBER (If Ch. 35, include profix)					
###	JOE E. VE	JOE E. VETERAN				XXX-XX-####/00 CH##				
4. AP	PROYED PERIO	D OF EMPLOY	MENT (M	onth, da	y, year)		5. TOTAL NO. OF HO	URS TO BE W	RKED	
A.FROM			В. ТО		or . oo.		1039			
	August 8, 2011				May 25, 2012					
INSTRUCTI 6A. PLACE OF EMPL	ONS: Use Item 8, F	Remarks, to show o	hanges in Ite	ms 6A and	6B. Include effect	tive dates. 6B. NAME OF SUPE	DIIICOD			
H. PEHOEOF ENF		G STATE UNIVE	RSITY			OB. HAPTE OF SOFE	MARY J. BOS	SS		
C. MAILING ADDRI	ESS OF SUPERVISOR					6D. TELEPHONE NO (Include Area Co				
REGISTRAR'S OFFICE 100 BSU WAY						(###) ###-#### EXT. ####				
BIG STATE (CITY, BIG STATE	E 00000				FAX: (###)###-####				
					URS TO BE V	DRKED				
DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITI		DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITI		
10/11/11	6.25	6.25	STUDENT	SUPV.		HOONS	TODATE	STUDENT	SUPV.	
10/12/11	5	11.25								
10/13/11	5.25	16.5								
10/14/11	6.25	22.75								
10/17/11	5	27.75								
10/18/11	5	32.75								
10/19/11	5.5	38.25								
10/20/11	5.75	44								
10/21/11	4.5	48.5								
10/24/11	6.75	55.25								
8. REMARKS	l	l				I				
				CEDTIE	ICATION					
By signing below	, I certify that this s	chedule of hours w	orked is true			ny ability. If this wo	rk-study student w	as pursuina :	ргодгал	



CLEAR

CLEAR HOURS

	STAT	E 🕨	
			Н
ı		HOURS	
	TR-1 ▶	52.50	
	TR-2 ▶	54.75	
	TR-3 ▶	50.00	
	TR-4 ▶	62.25	
	TR-5 🕨		
	TR-6 🕨		
Г	TR-7 ▶		
Г	TR-8 🕨		
	TR-9 🕨		
	TR-10 🕨		
			г

STATE ▶		GA							
HOURS WORKED/PAYMENT TRACKER									
	HOURS	DATE SUBMITTED	PMT DUE		HOURS	DATE SUBMITTED	PMT		
TR-1 ▶	52.50	8/19/2011	\$380.63	TR-13 ▶					
TR-2 ▶	54.75	9/2/2011	\$396.94	TR-14 ▶					
TR-3 ▶	50.00	9/23/2011	\$362.50	TR-15 ▶					
TR-4 ▶	62.25	10/7/2011	\$451.31	TR-16 ▶					
TR-5 ▶				TR-17 ▶					
TR-6 ▶				TR-18 ▶					
TR-7 ▶				TR-19 ▶					
TR-8 ▶				TR-20 ▶					
TR-9 ▶				TR-21 ▶					
TR-10 ▶				TR-22 ▶					
TR-11 ▶				TR-23 ▶					
TR-12 ▶				TR-24 ▶					
TR-13 ▶				TR-25 ▶					
TOTAL HOURS WORKED ▶						219.50			
REMAINING BALANCE ▶					819.79				
TOTAL OF PAYMENTS DUE ▶					\$1,591.38				

Atlanta RPO Work-Study Organization :

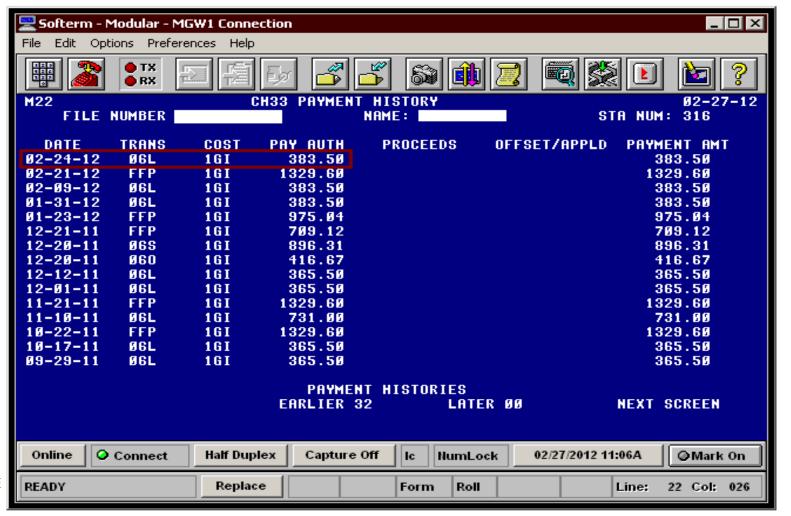
- Work-Study Coordinators:
 - Linda Wiggins [NC & PR] linda.wiggins@va.gov / 404-929-3117
 - James Smedley [GA] james.smedley@va.gov / 404-929-3010
- Work-Study Specialists:
 - Mary Linda Harris
 - Deborah Mouchet
 - Quandria Stephens
- Supervisor:
 - Jerome Marshall jerome.marshall jerome / 404-929-3002

• If You Need Help:

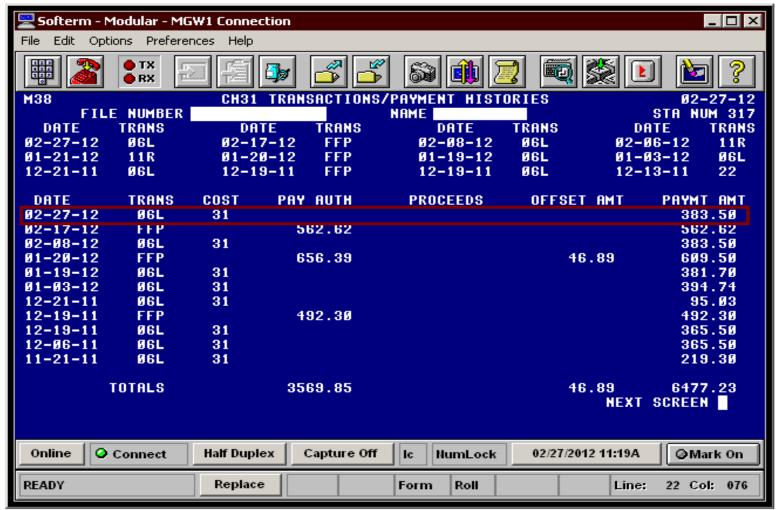
Routine Inquiries:

- 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.
 - o WT8690 Time Record form + payment record
 - o WAWARD Payment record
 - If payment record not in TIMS, check BDN (Benefits Delivery Network) payment history for latest "06L" transaction.
 - o CH31 "M38" screen
 - o CH30, CH33, CH1606 & CH1607 "M22" screen
 - o CH35 No payment history screen. Payment record captured to TIMS.
- Hardship: supervisor contact respective Coordinator

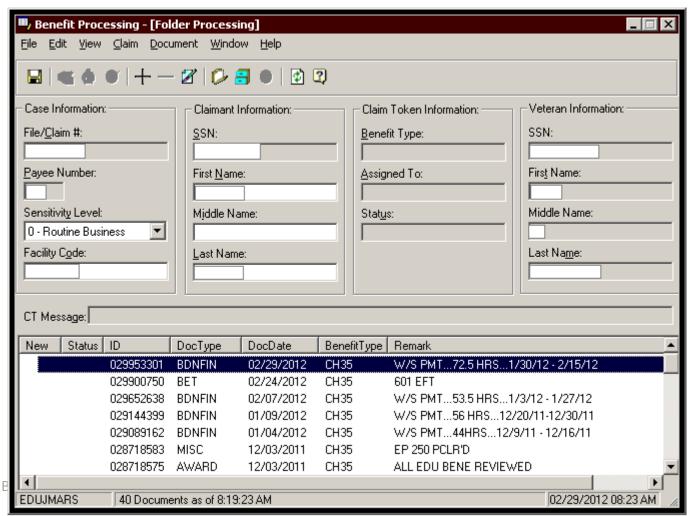
Chapter 33 BDN "M22" Payment History Screen



Chapter 31 BDN "M38" Payment History Screen

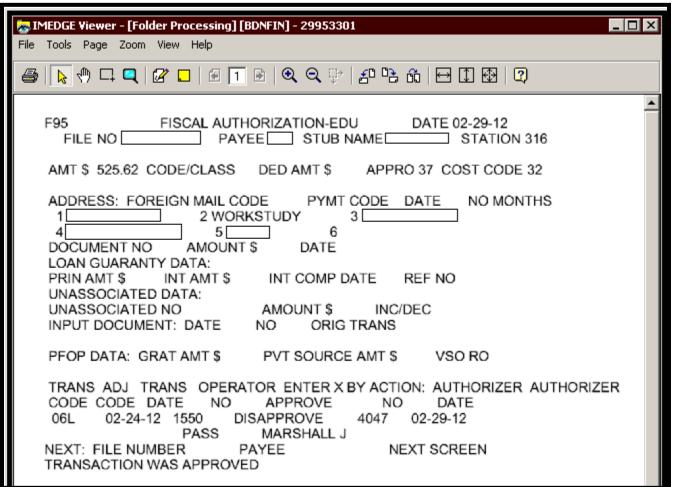


Chapter 35 ~ Payment Screen in TIMS



VETERANS

Chapter 35 ~ Payment Screen in TIMS



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Questions?

