





### •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)



### •Who is Eligible?

- Must be currently receiving benefits for training in a college degree, vocational or professional program of study
- Must be training at <sup>3</sup>/<sub>4</sub> time (75% Rate of Pursuit) or greater



#### Allowable Work-Study Activities

- Traditionally <u>six</u> 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 workstudy 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, 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



#### 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, includes 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 other VA activity, 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

### 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
- 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 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



- 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



• 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



- *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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position description and that he or she performed these duties in a satisfactory manner.



CLEAR HOURS

STATE 🕨

GA

#### HOURS WORKED/PAYMENT TRACKER

	HOURS	DATE SUBMITTED	PMT DUE		HOURS	DATE SUBMITTED
TB-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 🕨				TB-17 🕨		
TR-6 🕨				TR-18 🕨		
TB-7 🕨				TR-19 🕨		
TR-8 🕨				TR-20 🕨		
TR-9 🕨				TR-21 🕨		
TR-10 🕨				TR-22 🕨		
TB-11 🕨				TR-23 🕨		
TR-12 🕨				TR-24 🕨		
TR-13 🕨				TR-25 🕨		

TOTAL HOURS WORKED 🕨	219.
REMAINING BALANCE 🕨	819.
TOTAL OF PAYMENTS DUE 🕨	\$1,59



- 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



- 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
          - o CH31 "M38" screen
          - $\circ~$  Others, except CH35 "M22" screen
        - □ CH35 ask representative to check TIMS for payment information
  - <u>Hardship</u>: supervisor contact respective Coordinator



#### Chapter 33 BDN "M22" Payment History Screen

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82-24-12	ØGL	1GI	383.50			383.50
02-21-12	FFP	1GI	1329.60			1329.60
02-09-12	Ø6L	1GI	383.50			383.50
01-31-12	Ø6L	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	Ø6S	161	896.31			896.31
12-20-11	060	161	416.67			416.67
12-12-11	Ø6L	1GI	365.50			365.50
12-01-11	Ø6L	1GI	365.50			365.50
11-21-11	FFP	1GI	1329.60			1329.60
11-10-11	Ø6L	161	731.00			731.00
10-22-11	FFP	161	1329.60			1329.60
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#### Chapter 31 BDN "M38" Payment History Screen

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01-19-12	ØGL	31	636.33		46.83	381.70
	06L	31				394.74
12-21-11	06L	31				95.03
12-19-11	FFP	51	492.30			492.30
12-19-11	ØGL	31	102.00			365.50
12-06-11	ØGL	31				365.50
11-21-11	ØGL	31				219.30
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#### Chapter 35 ~ Payment Screen in TIMS

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029900750	BET	02/24/2012	CH35	601 EFT			
029652638	BDNFIN	02/07/2012	CH35	W/S PMT53.5 HRS1			
029144399	BDNFIN	01/09/2012	CH35	W/S PMT56 HRS12/			
029089162	BDNFIN	01/04/2012	CH35	W/S PMT44HRS12/	9/11 - 12/16/11		
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Chapter 35 ~ Payment Screen in TIMS

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# Questions?

