

## How to Read a WEAMS (aka VA Form 22-1998) Report

### What is WEAMS?

The Web Enabled Approval Management System (WEAMS) is a central web-based application which combines the functionality of two (2) Veterans Affairs (VA) approval systems – OLAF (Online Approval File) and LACAS (Licensing and Certification Approval System) – and adds functionality for NEXAS (National Exam Approval System).

WEAMS is used to store VA and State Approving Agency (SAA) approval information. That information may be entered by VA Central Office (VACO) personnel, Education Liaison Representatives (ELRs), Education Compliance Survey Specialists (ECSSs) and, in some instances, SAAs. The information is viewed by Veterans Benefits Administration (VBA) personnel (e.g., Veterans Claims Examiners (VCEs) and Vocational Rehabilitation and Education (VRE) case managers) and public users. VBA personnel use this approval information to determine claimant eligibility to benefits for education and training offered by schools and job training establishments – and is what is reviewed when a certification of enrollment (VA Form 22-1999) is received by VA for processing.

WEAMS is reviewed by the VCEs after each claimant's eligibility is established and they receive an enrollment certification from the school. In addition, VA's internal Long-Term Solution (LTS) payment system ties into WEAMS for approval data. Therefore, if something is not in WEAMS, the LTS will kick out a certification to be processed manually.

### What is a WEAMS Report?

The WEAMS Report (aka VA Form 22-1998 – as you will see in the upper left-hand corner of the first page of your report) is generated and sent to schools and job training establishments (JTEs) every time there has been any revision to an approval (e.g., new catalog, address change, etc.) or when a new school or JTE receives initial approval.

It is extremely important that the WEAMS report be thoroughly reviewed upon receipt. Any items that do not appear correct must be reported to the SAA or VA immediately.

- All changes for all schools and JTEs, regardless of jurisdiction, in name, address, ownership, and accreditation status are handled by the SAA. All other changes are handled by the agency with jurisdiction (see areas of jurisdiction, below). Changes **must** be reported within 30 days of the occurrence.
- If there is a change of name and it is related to change of ownership, you must request a "Change of Ownership" packet from the SAA and, again, submit within 30 days of the occurrence.
- All original approvals, without exception, are handled by the SAA.

## **Areas of Jurisdiction:**

### **SAA**

- Accredited Proprietary Non-profit NCDs (stand-alone)
- Accredited Public and Proprietary Not-for-profit IHLs
- Accredited Public NCDs (stand-alone)
- Non-accredited schools
- Accredited Proprietary For-profit schools
- Part 63 Flight Engineer programs and Part 142 Training Centers
- OJT and Non-registered Apprenticeships
- Correspondence schools

### **VA**

- Registered Apprenticeships
- FAA-approved Pilot Schools (Part 141)
- High Schools
- Licensing and Certification Agencies

Note: Documentation must be submitted directly to VA (follow guidelines set forth in their notification)

### **What do the fields in the WEAMS Report mean?**

**Name and Address:** Self-explanatory fields; however, you must ensure all information is accurate.

All changes for all schools and job training establishments (regardless of jurisdiction) in name, address, ownership, and accreditation status are handled by the SAA. All other changes are handled by the agency with jurisdiction (see above). Changes **must** be reported within 30 days of the occurrence.

If there is a change of name and it is related to change of ownership, you must request a “Change of Ownership” packet from the SAA and, again, submit within 30 days of the occurrence.

**Phone:** The phone number listed in this field should be that of the primary person listed on the VA Form 22-8794 (Designation of Certifying Officials).

This number should match the number listed on the certifications of enrollment (VAF 22-1999). While the 22-1999 is usually from where the VCEs obtain the number if they need to reach someone regarding the processing of an educational claim, the phone numbers on both forms should theoretically match.

**Email:** The email address listed here is for the same individual, above.

**Facility code:** The facility code is a unique number assigned by VA upon initial approval and revised if there are any changes to profit status, change in classification of the type of facility, addition of branch campuses with administrative capability, etc. This code shows the classification and the location of the school.

During award processing, this field edits against the ‘type of training’ field. If the second digit (type of facility) is not consistent with the type of training, Benefits Delivery Network (BDN) displays an error message.

In addition, for the processing of awards under VRAP, the second digit of the facility code must be a 4, 5 or 8. If the second digit is a 1, the VCEs will take the additional step to access College Navigator to determine whether or not the school in question is primarily a two-year degree school (like a community college).

First Digit Code (Profit Status)	Description
1	Public
2	Private profit
3	Private nonprofit

Second Digit Code (Type of Facility)	Description
1	University, college, professional or technological
2	Hospital
3	Teachers college
4	Junior college
5	Technical--NCD
6	Business—NCD (no longer assigned)
7	Secondary or elementary—NCD (no longer assigned)
8	Vocational or trade—NCD (no longer assigned)
9	Individual instructor--NCD
0	On-the-job business establishment--NCD

Third through Sixth Digit Code (Name of Facility)	Assigned by ELR
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Seventh and Eighth Digit Code (Location of Facility)	State Code (Florida = 10)
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**Status:** This field lists the date the school or job training establishment was initially approved.

**Revision Date:** This field lists the effective date of the last revision to the approval. A last revision can be a change of address, new program(s), new School Certifying Officials (SCOs), etc.

**App Law:** This field is related to the applicable law and what is listed in this field could be one of several designators, such as:

- Not Approved
- Chapter 31 Only
- All Except Chapter 31
- Approved for All
- Chapter 30 and 35 Only
- Chapter 30, 32 and 35 Only
- All Except Chapter 35

**Branch Location:** This field identifies whether the school or job training establishment is considered to be a branch location. The appropriate entry is determined from an SAA approval letter or from a school catalog.

**35% Waiver:** This field indicates whether a school has been granted the 35% waiver. The waiver is related to the 85-15% ratio whereby:

Flight Schools: No more than 85% of students in a school's VA approved courses can be receiving GI Bill benefits. This ratio includes all students in all approved courses. This ratio does NOT include part 61 students. As long as the school's overall enrollment of VA students vs. non-VA students in the school's approved programs does not exceed 35%, that school does not have to report the ratio to VA. The 35% is a head count. If more than 35% of students are VA, then the school must determine the ratio each time they enroll a new VA student.

Non-Flight Schools: In order to be granted the 35% waiver, not only must they have no more than 35% VA overall, but also have no individual program that exceeds 85% VA students. If the 35% waiver is not granted, VA requires the school to document, compute, and report to the ELR the percentage of students receiving VA benefits on a term or quarterly basis.

**Advance Payments:** This field designates whether a school has been approved for Advance Payment.

An Advance Payment (A/P) helps a claimant pay expenses at the time of registration. A/P is not available for apprenticeship/on-the-job, correspondence or flight training. An A/P is the amount payable for the initial month or fraction thereof in which the term begins plus the amount payable for the following month.

If a school agrees to handle A/Ps, a student may receive this combined payment at the beginning of the term. VA sends the A/P check to the school for the student to pick up. VRAP students are also eligible to request an A/P. To receive an A/P, the following conditions must be met:

- The school must have agreed to receive and process A/Ps and has certified to VA that it can satisfactorily carry out the A/P provisions of law (38 U.S.C. 3680(d)(4)(B)(formerly 1780), and
- The student must request an A/P through his/her school certifying official (as it must be notated on the VAF 22-1999 that the student is requesting advance pay), and
- VA must receive the enrollment certification at least 30 days before classes start, but not more than 120 days in advance of the registration.

**VA Checks To:** If this field is marked Yes (Y), then VA checks may be mailed to the school address for delivery to the veteran.

The school must sign a form that VA provides stating they have no power of attorney, either direct or indirect, over veterans' checks.

**IHL Exempt:** This field is for internal VA use and at the sole discretion of the ELR. A "yes" indicator (Y) means that the VCEs do not have to check the rest of the WEAMS database for that school to see whether or not particular programs are approved (i.e., they will accept what the school certifies).

**Catalog:** Subheadings of "Catalog" and "Years" will appear in this field:

- Catalog – a number that comes from the volume of the school catalog (e.g., volume 19)
- Years – is usually the academic year covered by the provisions of the catalog

**Full Time Undergraduate:** 12 (minimum number of hours considered to be full-time in a standard term for a degree program). This field should be blank if the school is a stand-alone NCD with programs approved in clock hours only. However, if it does contain either the number 18 or 22 (minimum number of clock hours considered to be full-time dependent upon whether approved as classroom/theory or shop practice predominating, respectively), the ELR may be contacted for correction.

**Full Time Modifier:** This field will contain one of the following: Semester, Quarter, Credit or Clock.

**Graduate:** The number that appears here is the credit hour full-time requirement for graduate students at the school (the school determines this figure). It may also be clock hours if it is a non-accredited IHL measured in clock hours. The number in this block refers back to the Full-time Modifier entry.

**Enrollment Limit:** The SAA may place a limit on the number of VA students a school may enroll. It is based on space, facilities and faculty. The enrollment limit is typically established at the time of initial approval. If a number is listed here, it will be monitored during a compliance survey visit.

**Enrollment Limit Indicator:** This field will contain designators such as:

- All Courses Limited
- None
- Combination
- No Max Enrollment
- Suppress

**Course Limit:** If applicable, this field will list the student limit per course as opposed to the overall school limit.

**Independent Study/Distance Learning:** This field indicates whether or not the school is approved to offer unit subjects via independent study, online training, distance education, individual work, etc.

**Cooperative:** This field indicates whether a school is approved for cooperative training.

A cooperative program is a full-time program consisting of alternating phases of school instruction and training in a business or industrial establishment with such training being strictly supplemental to the school instruction. Alternating periods may be a part-day in school and part-day on the job or they may be periods which alternate on a daily, weekly, monthly or term basis. The alternate in-school periods must be at least as long as the on-job periods. Before October 9, 1996, cooperative training had its own monthly rate. On and after that date, cooperative training is paid at the same rate as full-time institutional training.

*NOTE: Not all programs that schools call cooperative programs are necessarily approved as cooperative programs for VA purposes. For instance, some programs of this nature may be approved as practical training which is described elsewhere.*

**Remedial Training:** This field designates whether a school has remedial courses approved.

Remedial courses are special courses designed to overcome a deficiency at the elementary or secondary level in a particular area of study, or a handicap, such as in speech. In order for a remedial course to be certified for GI Bill benefits the student must be required by the school to pursue that course based upon grades, testing, etc., and so documented.

The recent change in the Legislature prohibits public colleges and universities from requiring students to take remedial courses and prohibits them from requiring an entering student to take testing to determine if it's needed. All of that is voluntary. The law will likely take effect Fall of 2013. That essentially means VA cannot pay for any remedial courses pursued at public schools because 1) they do not count toward the degree and 2) they are not required to pursue college level work nor a required prerequisite.

**Accreditation:** This field designates whether a school is considered to be accredited through a recognized regional or national accreditation agency.

If the school's accreditation status has changed, the school must inform the SAA (or VA if it is a school where the degree programs are "deemed approved") within 30 days of the occurrence.

**TV:** This field designates whether a school is approved for Television courses.

(c) *Television.* (1) A course offered by open-circuit television is an independent study course. In order for an eligible person to receive educational assistance while pursuing such a course, the course must meet all the requirements for independent study found in § 21.4267.

(Authority: 38 U.S.C. 3523, 3680A)

(2) *Closed circuit telecast.* Instruction offered through closed circuit telecast which requires regular classroom attendance is to be recognized to the same extent as regular classroom and/or laboratory instruction.

**Air Agency Cert. Date:** This field is used for vocational flight schools only. The date listed is the expiration date of the Air Agency Certificate (AAC). An updated AAC **must** be submitted to VA any time the flight school obtains one.

**Title VI:** This field applies to private non-college degree schools and flight schools only. It indicates whether or not the school complies with the provisions of Title VI and Title IX of the Civil Rights Act of 1964. The options in this field are dependent upon action being taken by the U.S. Department of Education and the school's submission of VA Form 27-8206 (Statement of Assurance of Compliance with Equal Opportunity Laws). Options for this field are:

- No authority (All public schools, IHLs and job training establishments)
- Compliance Established
- Compliance Pending
- Non-compliance
- Enforcement in Progress

NOTE: If a school was found to be non-compliant during a Title VI visit, the school will be withdrawn.

**VA-ONCE:** This field designates whether a school utilizes VA-ONCE.

All schools should have transitioned to VA-ONCE. However, for those that have not, it is now a mandate that all must use VA-ONCE as of January 1, 2014. For those that do not comply, VA may not accept any enrollments submitted on the paper forms.

NOTE: Correspondence schools and OJT programs do not use VA-ONCE.

**Reporting Fee Bar:** This field designates whether a school is eligible to receive the Reporting Fee from VA.

A Reporting Fee is an annual payment made by VA, in February, to a school or facility based upon the total number of VA students or trainees that were certified to VA at least once during the previous *calendar* year. Each VA student (no matter how many times certified during the year) is counted only *one* time.

The amount is \$12 per student plus an additional \$3 for each advance pay request processed. Each school is required by law (PL 111-377) to utilize this money in the administration of their VA programs including defraying the cost of the SCOs attending training conferences, purchasing equipment for the exclusive use of the SCO's office, promoting student veteran organizations, etc.

In order to receive the reporting fee, the school must sign a specific statement for that purpose. VA provides a form in a school's initial approval package. On the form, the school will certify that it will take all due diligence to report enrollments and changes promptly and accurately and let VA know when they are having problems meeting that requirement.

If a school is not eligible for the Reporting Fee, the comment in this field will read: "Payment Barred." In those instances, schools may query the ELR's office regarding this issue. If a school is eligible, the designation will be "Eligible".

NOTE: If the SAA or VA conducts a compliance survey visit and determines that the funds were not appropriately used, the reporting fee will be barred until such time the school agrees to disburse – and actually does disburse – the fee as the law requires.

**Pay List:** This field designates whether a school has requested to receive the Pay List.

The Pay List (fka Vet Rep Pay Listing) is a list of veterans being paid to attend the school and how much they received in their last check. Some schools use it to help veterans know when their last VA check was sent to them. IHL and NCD schools must email the ELR to obtain this list (no form is required).

**April Active:** This field is supposed to be used to help VA know if there were any active students or trainees at a school or facility. However, it defaults to "N" and is not currently used as there are other means to determine active schools from WEAMS.

**ELR:** Not all listed in this field are ELRs; however, the ECSSs listed also have the authority, through their ELR, to enter data into WEAMS

**Remarks:** VCEs will review any remarks in this field when processing educational benefit claims (i.e., certifications of enrollment, changes, etc.). Important information such as when the school was approved and if they were formerly under a difference facility code; the current catalog approved, etc.

**Campus Name:** Self explanatory field.



**Facility Code:** This is also listed on the first page, but entered again so the reviewer does not have to go back to the first page to see what the facility code is.

**Main Branch Indicator:** This field designates whether the school is considered to be the Main Branch or Main Campus.

(3) *Main campus* means the location where the primary teaching facilities of an educational job training establishment are located. If an educational institution has only one teaching location, that location is its main campus. If it is unclear which of the educational institution's teaching facilities is primary, the main campus is the location of the primary office of its Chief Executive Officer.

(Reference 38 CFR §21.4266(a)(3))

### **Certifying Officials**

**Name:** Self explanatory

**Title:** Self explanatory

**Status:** The status may be something other than approved. If a SCO is removed, that person's name remains in the WEAMS database permanently – and this tell the reviewer if that person is no longer a SCO.

**Priority:** Primary, Contact, etc.

Note: Ensure all listed are those designated as current certifying officials. If not, a new VA Form 22-8794 (Designation of Certifying Officials) must be submitted. This form will supersede any previous form so be sure to list all individuals the school wishes to be listed. New SCOs will be added based upon the form; those no longer SCOs will be eliminated based on the omission on the 22-8794.

### **IHL Programs**

All degree programs will be listed (with the exception of the change for IHLs who have “deemed approved” programs). For all programs – ensure this is how you have them listed in VA ONCE – as if the VCEs do not see an exact match, they may send the VA student a denial letter (sometimes, even if one word is off). Ensure they are correct!

**Code:** This field is related to the course and objective codes. The list of codes may be obtained by going to the following link:

[http://www.gibill.va.gov/documents/vaonce/VA-ONCE\\_P033\\_Training.pdf](http://www.gibill.va.gov/documents/vaonce/VA-ONCE_P033_Training.pdf)

**Description:** Name of approved program

**Effective Date:** This is the date of the original approval

**Withdrawal:** If a program has been withdrawn, a date will appear in this field

**Remarks:** Anything listed in this field is used to assist the reviewer

## NCD Programs

**Code:** Course codes (see referenced link, above)

**Type:** Type of training (codes listed below)

Type Code	Description
B	Undergraduate ( <i>NOTE: BDN does not issue a monthly certification of attendance except for chapter 30.</i> )
C	Nondegree, college level ( <i>NOTE: BDN issues a monthly certification of attendance for all chapters.</i> )
D	Vocational or technical, post-high school ( <i>NOTE: BDN issues a monthly certification of attendance for all chapters.</i> )
F	High school (chs. 32 and 35 only)
L	Elementary school (chs. 32 and 35 only)

**Description:** Name of the approved program

**Length:** Number of approved clock or credit hours for the program

**Mode:** How the hours are approved

Type of hour codes (input in the mode field), listed below, are used in conjunction with the type of training, and indicate type of class attendance.

Alpha Code	Description
D	Credit hours or clock hours (deficiency)--IHL or NCD (ch. 35)
U	(High school) carnegie unit system (chs. 32/35)
Q	Quarter hours--ordinary school year--IHL
S	Semester hours--ordinary school year--IHL
C	Clock hours--NCD
P	Clock hours--vocational or technical--shop practice predominant NCD
R	Clock hours--residence or internship--IHL
[X	Persian Gulf War Service Award (Restore Entitlement)]

**Full Time:** There are two types of clock hour measurement:

- (1) Courses where full-time is 18 clock hours. These are courses where theory and class instruction predominate.
- (2) Courses where full-time is 22 clock hours. These are courses where shop practice is an integral part of the course.

(Reference: 38 CFR 21.4270(a))

Note: Schools must certify each student's **actual scheduled** clock hours per week and not just 18 or 22 as appropriate for each course.

**Mode:** This is listed twice (see sample WEAMS report). Modifies both length and full-time.

**Effective Date:** The original effective date of approval.

**Withdrawal:** Date program was withdrawn