

BASIC TRAINING WORKSHOP

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You are here

We are here
to help you
find your way



BASIC TERMINOLOGY

- **DMC** – Debt Management Center
- **EFT** – Electronic Funds Transfer
- **ELR** – Education Liaison Representative
- **IHL** – Institution of Higher Learning
- **NCD** – Non College Degree school
- **RPO** – Regional Processing Office
- **SAA** – State Approving Agency
- **SCO** – School Certifying Official
- **TOP** – Treasury Offset Program

(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
 - 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
- Transcript for work at your school
- Transcripts from previous schools with evaluations
- 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), student's school application,
- Records of disciplinary action
- Program outline (to track proper courses taken),
- Enrollment agreement,
- Degree audits, etc.

What Should a School's VA File Contain?

For NCD schools

- Monthly attendance reports including first and last day attendance
- Copies of documentation for excused absences
- Class schedules

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 and forward to ELR

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

File Edit View Favorites Tools Help

Type of Training
Nondegree College

Name of Program
MEDICAL ADMIN ASSISTANT

Credit for Prior Training
NONE

Enroll Begin	Dates End	Revised End Date	Res Hrs	Dist Hrs	R/D Hrs	Clock Hrs	Tuition Amt	Fees Amt	Yellow 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	School Information
DRAFT	EC JUDY HERNANDEZ
	ECERT UNIV MUSK IHL
	A VERY COOL PLACE
	MUSKOGEE, OK 12345
	Phone #
	Facility Code 31313131

VA Form 22-1999-6

APR 2000 OMB Approved No. 2900-0073

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



Cert Complete Submit

Print ◀ Student ▶

raclark
-3131-31Name: 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	Prgm: 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*
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)	Withdraw Before Beginning Of Term						
Reason for Termination								
7/31/2009			LDA/EFF Date					
Remarks			Modify Remarks List					
<div></div>								

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

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	
ENROLLMENT CERTIFICATION FOR TRAINING OTHER THAN APPRENTICESHIP OR OTHER ON-THE-JOB, FLIGHT, OR CORRESPONDENCE (See reverse for Apprenticeship, Other On-the-Job, Flight, or Correspondence) (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)	
Side A	
IMPORTANT – COMPLETE ONLY ONE SIDE OF THIS FORM Complete this side ONLY if you are certifying attendance for those types of training shown in Item 5. (Use the reverse side for Apprenticeship, Other On-the-Job, Flight, or Correspondence training.) 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) <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 <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 ADVANCE PAYMENT	14A. SIGNATURE OF STUDENT <input type="text"/>	14B. DATE SIGNED <input type="text"/>

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



A Service of the Department
of Veterans Affairs and the
Department of Defense

VBA's Use of



apply for
BENEFITS

view my
STATUS

access my
DOCUMENTS

browse benefits
LINKS

career
CENTER

How Can eBenefits help you??

- Students can print Post 9/11 GIBILL eligibility information
 - Eligibility % rate
 - Delimiting Date
 - Remaining Entitlement

(No need to ask VA for a Certificate of Eligibility)
- Students can see when award is processed
- Students can see when payment is issued and amount



www.gibill.va.gov

- Locate your ELR
- Download SCO Handbook
- Information about programs
- Ask a question (Right Now Web,



Search FAQs



Quick Links to SCO
TPPS Course



VOW to
Hire Heroes



Find us on Facebook



The Post-9/11 GI Bill, U.S. Department of Veterans Affairs



63,999



VetSuccess





National Call Center

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



Debt Management Center

www.va.gov/debtman/

- dmcedu.vbaspl@va.gov – SCO only
- dmc.ops@va.gov - students or schools
- 800-827-0648
- Treasury Off-Set Program*
- 800-304-3170



DON'T BE THIS SCO



BE A “SUPER SCO”



VETERANS BENEFITS ADMINISTRATION