## **BASIC TRAINING WORKSHOP**

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#### BASIC TERMINOLOGY

- DMC Debt Management Center
- **EFT E**lectronic **F**unds **T**ransfer
- **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 Benefits Delivery Network
- eBenefits One-stop shop for online benefits
- LTS Long Term Solution
- TIMS The Image Management System
- VAONCe VA Online Certification
- WAVE Web Automated Verification of Enrollment
- WEAMS Web Enabled Approval Management
   System

#### 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 indentified
- 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 attendence
- 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)
- <u>Chapter 1606</u> Montgomery GI Bill-Selected Reserve (MGIB-SR)
- <u>Chapter 1607</u> Reserve Educational Assistance Program (REAP)
- <u>Chapter 35</u> Dependents Educational Assistance Program (DEA)
- <u>Chapter 31</u> 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.
- ➤ <u>Chapter 1606</u> 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**

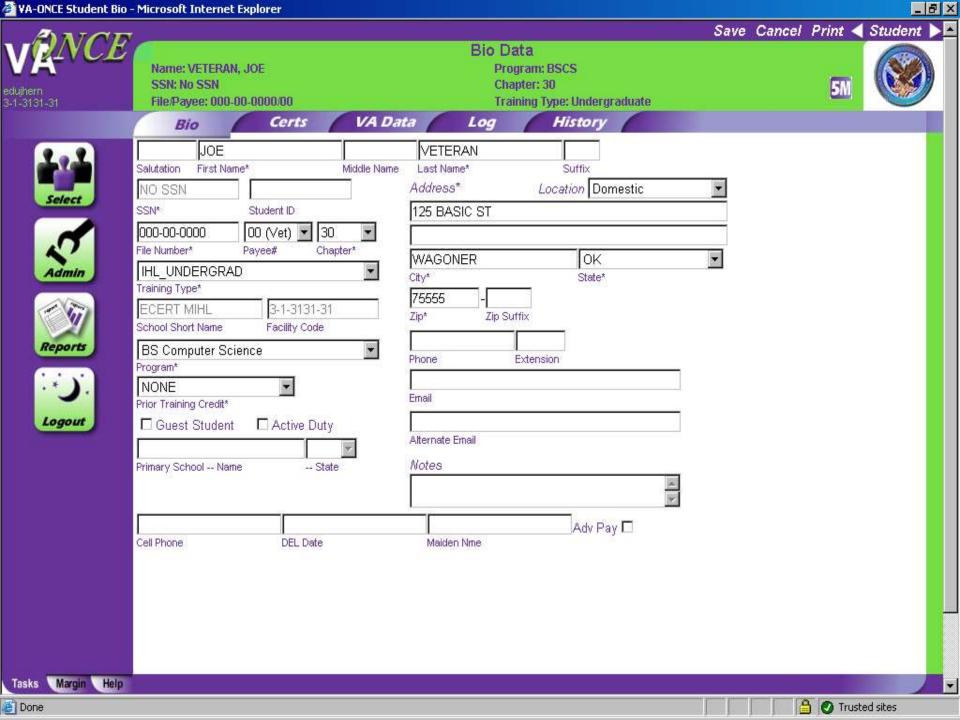
- Active duty service-members may receive Chapter 33 benefits for the same courses for which they receive TA from the military
- Schools must deduct TA benefits from the net tuition and fees submitted to VA, and Chapter 33 is used to pay toward the remaining out-of-pocket costs.
- Chapter 33 students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

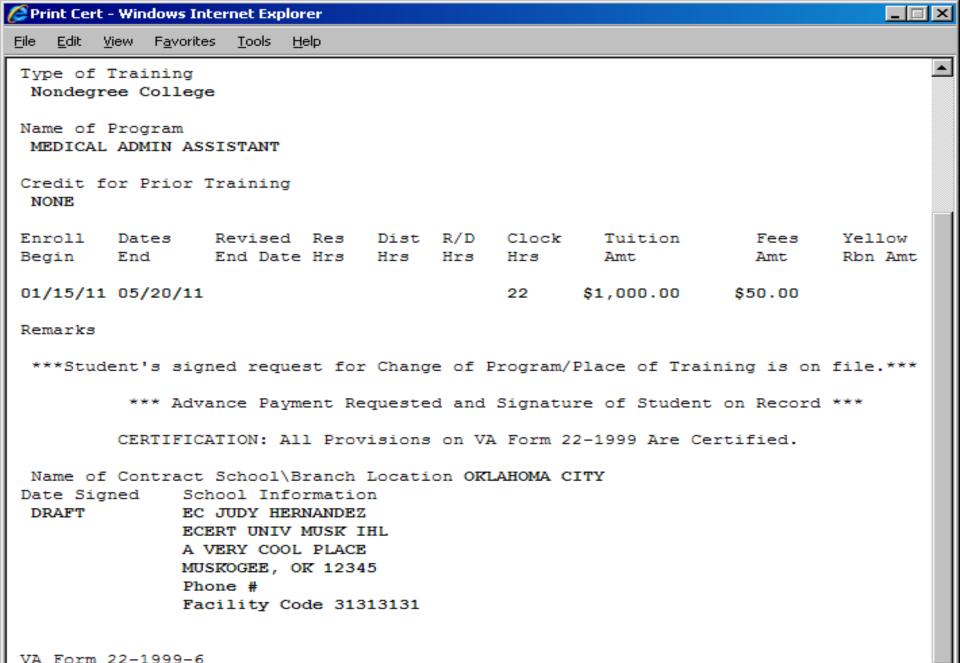
# Tuition Assistance Top Up Active Duty (Ch30) (TATU)

- 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 <a href="www.gibill.va.gov">www.gibill.va.gov</a> and forward to ELR





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#### 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.

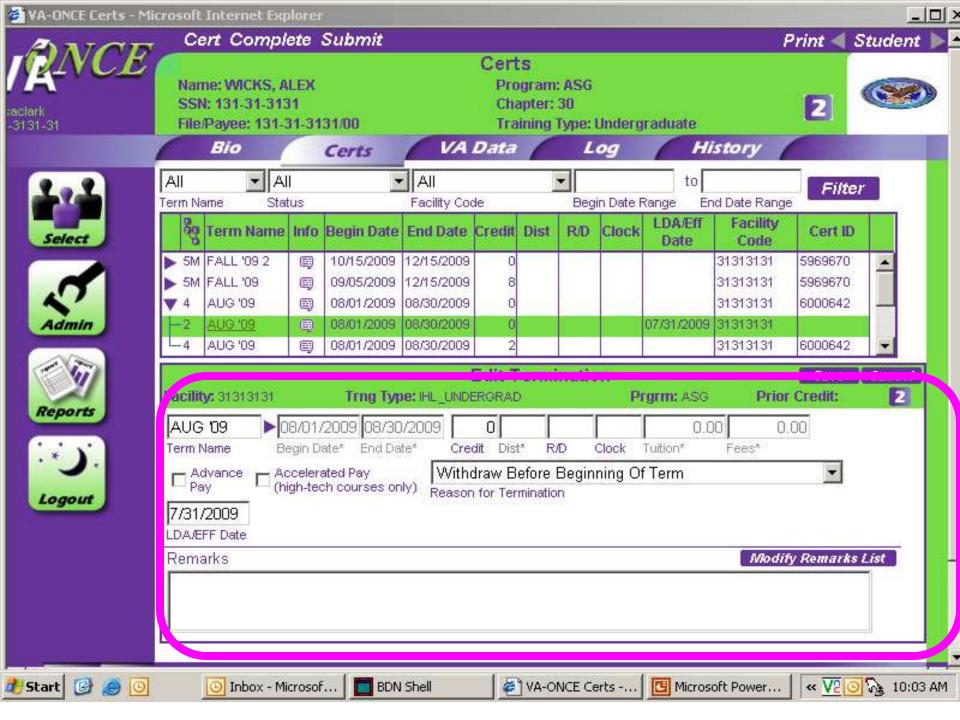
#### 22-1999B Termination (cont.)

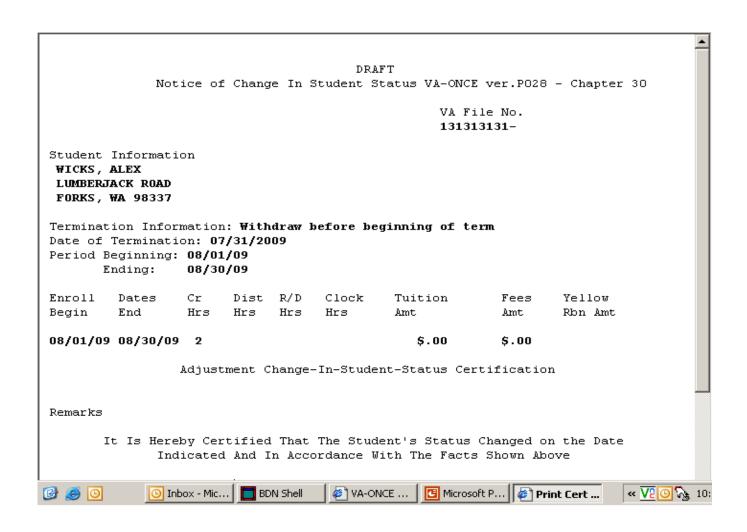
#### 5B. Reason For Termination

- 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





# VA Form 22-1999 Enrollment Certification

### **Identifying InformationItems 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

CORRESPONCENCE (See reliense for	R THAN APPRENTICESHIP OR OTHER ON-THE-JOB, FLIGHT, OR Apprentices hip Other On-the-Job, Flight, or Correspondence) in 1605, Title 10, U.S.C.,; or Sections 901 or 903 of Public Law 96-342)	Side A
Complete this side ONLY if you are certif	MPLETE ONLY ONE SIDE FORTHIS FORM  Tyling attendance for those types of training shown in Item 5.  Ip, Other On-The-Job, Flight, or Correspondence training.)  ing the other side of this form. Ensure the VA Copy 1 is on top.	
1. NAME OF STUDENT (FIRST, MIDDLE, LAST)	2. VA FILE NO. (For chapter 35, holide suffix. For chapter 30 transferability the ueteran's social security number)	cases,enter
3. CURRENT ADDRESS OF STUDENT	4. SOCIAL SECURITY NUMBER OF STUDENT (thiotentered in about)	ttem 3A

# 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 <u>beginning and ending</u>
     <u>of course</u>, unless on term basis (certify same as IHLs)
- Semester, Quarter, or Clock hours for <u>each term</u> (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. SIGNATU	RE OF STUDENT		14B. DATE SIGNED	

# 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
- <u>Amend</u>: 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
- <u>Terminate:</u> 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 <u>call to active military duty</u>, 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 ¾ time training or greater
- The work study's duties must be VA related
- The student is paid minimum wage



#### VBA's Use of





apply for view my access my browse benefits 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



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COMMUNITY

CONTACT

#### www.gibill.va.gov

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













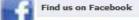


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COMMUNITY

CONTACT

#### **National Call Center**

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



#### <u>Debt Management Center</u> 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



## BEA "SUPER SCO"

