

RPO BREAKOUT

You are here

We are here
to help you
find your way



Training Topics

- Program Approval Process for deemed approved schools
- Top Ten Compliance Survey Discrepancies
- Course & Objective Codes
- Miscellaneous issues

Approval Process

- Deemed-Approved

- Post 9/11 GI Bill Improvement Act changed the approval process for **Accredited Public & Not For Profit (NFP) Private facilities**

- Other Deemed-Approved Programs:**

- Flight Training approved by FAA offered by facility with pilot school certificate

- Secondary school programs leading to diploma offered by school that is approved by the state (High Schools)

- Licensure tests offered by Federal, State, or local government

Approval Process

•Deemed-Approved

- Programs that lead to a standard college degree at these schools are now Deemed-Approved
- Additions/changes to standard degree programs do not need to be reported to VA
- Additions/changes to certificate and diploma programs are NOT deemed approved and must still be reported to the SAA
- Continuing Ed and/or Professional Development courses are NOT deemed approved

Changes to policies must be reported

Changes to accreditation status must be reported

Approval Process

- **Non Deemed-Approved Facilities**

- **No change from the existing process**
 - Requests for approvals or changes must be submitted to SAA for approval
 - SAA approves programs—notifies school and ELR of approval
 - ELR then accepts approvals for VA
- **SAA also approves all *new* facilities, including new Public and NFP Private Deemed Approved schools**

Top Ten List of Discrepancies found on Compliance Surveys

- 10 – Program is incorrectly annotated on the certification.
- 9 – Degree audit report is not reviewed to determine if course should be certified.
- 8 – Successfully passed course is repeated
- 7 – The start or the end of the term doesn't match the course schedule.
- 6 – The # of credits certified is incorrect or the credits are placed in the wrong column in VA Once.

Top Ten List of Discrepancies found on Compliance Surveys

- 5 – Probation and academic suspensions are not reported..
- 4 – Tuition and fees are under or over reported.
- 3 – Withdrawals are not reported, or they are reported with incorrect LDA or T&F.
- 2 – The Yellow Ribbon amount was incorrectly reported.
- 1 – THE WALK AWAY F GRADE.

The Walk Away F Grade

- If a student stops attending for ANY reason you must terminate the certification effective the last date attended
 - If your school assigns a **WF** (or similar) grade at the end of a term because the student stopped attending but did not officially withdraw, **you must determine and report the student's last date of attendance to VA**
 - VA only pays the full term for “*earned*” failures
 - If a student officially withdraws, report the *LDA* not the date the student filled out the withdrawal paperwork
 - If your school does not keep attendance you can use several other methods to determine the last date of attendance:
 - grading reports
 - last date on which examination was completed
 - last date on which other papers were submitted to instructor
 - last day of activity in the instructor's records
 - If all other resources have been exhausted, a **REASONABLE** statement from the student as to the last day of his or her attendance

Terminations

Remember !! When reporting a reduction for Ch33, VA needs the tuition and fees for the reduced number of credits

ENROLL DATES	RES	DISC	R/D	CLOCK	T&F	YELLOW RIBBON PROGRAM	TT/
Begin	End	Hrs	Hrs	Hrs	Hrs	Amount	Out St Chg FT=
01/08/12	03/24/12	4	8			\$3,595.00	\$0.00
Adjustment Change-In-Student-Status Certification							
01/08/12	03/24/12	0	4			\$3,595.00	\$0.00
*** <u>Reduction</u> after drop period - non-punitive grades *** Effective 02/01/2012							

VA is not concerned with what the student may or may not still owe the school. **You must report the amount of T&F the student would have been charged had they initially started the term with the reduced number of credits.** So in the example above, the T&F for a student starting the term with 4 credits should have been reported on the adjustment.

Tuition & Fees~ Fees

FEES: *The mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education.*

What fees can be included ?

Mandatory fees that all students in that program must pay:

Student Service Fee; Technology fees; lab fees, mandatory graduation fees; health insurance premiums (*if not waived*) etc

What fees CANNOT be included ?

Application Fees; *Books; Sales Taxes; fees for food/lodging, any penalty fees (*including overload fees*) etc

*If the cost of books is imbedded in your T&F and cannot be broken out they can be included.

Tuition & Fees ~ Tuition

TUITION: *The actual established cost for tuition that similarly circumstanced non-veterans enrolled in the program are required to pay.*

What should be deducted from the amount reported ?

With the exception of Title IV funds (e.g. federal student loans, Pell grants etc) you should deduct:

1. All Federal Funds (such as ROTC, MYCAA, HPSP, GETA)
2. State and federal tuition assistance (TA) &
3. All school tuition discounts and scholarships, grants, aid or assistance that *must be used solely for toward T&F*

Contact your ELR if you have any questions about deductions

Tuition & Fees ~ Out of State Tuition

Out of State Tuition: If a school waives the out of state charges for veterans, the school may deduct that from the out of state charges.

Example: Tuition=\$8000 total, \$5000 of which is the out of state charge.

If the school waives the \$5000 out of state charge for veterans, the school will certify \$3000 in-state T&F to VA.

NOTE: This does not change previous advisories regarding other waivers, scholarships, or other reductions that do not differentiate between in state and out of state portions of charges. Those still must be deducted from the total net charges certified to VA.

Contact your ELR if you have any questions about deductions

TUITION ASSISTANCE

- **Non-CH 33:** Active duty members submit their TA form to the RPO to claim the difference between the charges for their courses and the amount covered by TA. (TATU) Schools should not certify any courses paid for by TA.
- **CH 33:** School treats the TA as any other scholarship and waiver and deducts the amount of the TA From the total charges certified to VA.
Show the course name in Remarks for any CH 33 students using tuition assistance.

PROBATION & SUSPENSION

PROBATION

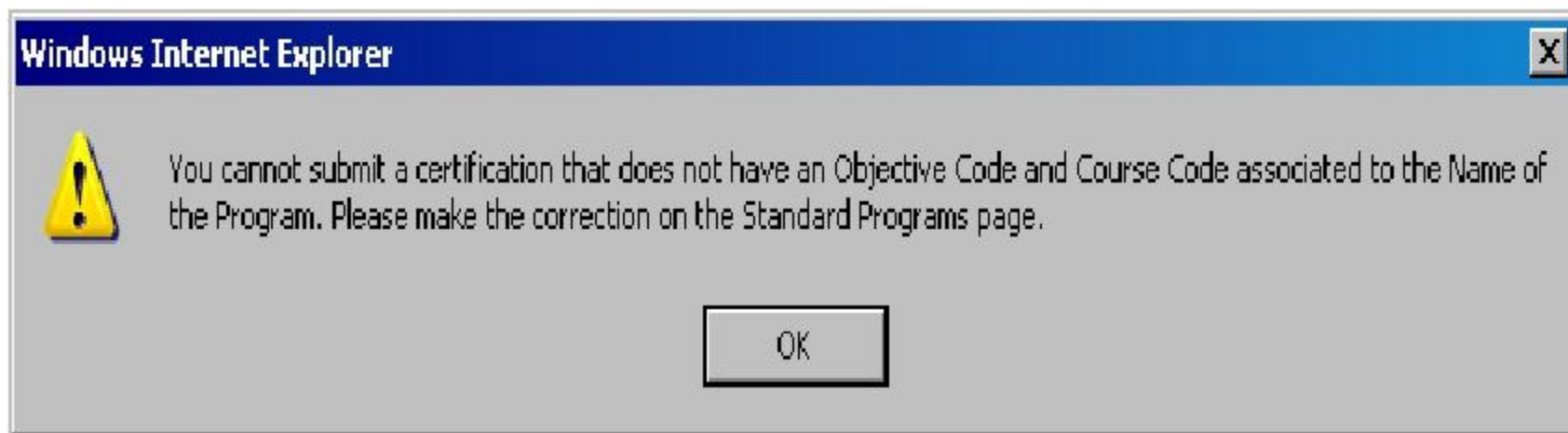
- You must report to VA when a student is placed on probation
- Notify VA through **Right Now WeB** (ie the Q&A section of the GI Bill website)
- Include:
 - Student's name
 - VA file number
 - in the subject line the statement "Student placed on academic probation"
- If multiple students are being reported you may submit a single notification by using the spread sheet on page 72-73 of the SCO handbook
- VA has counseling services available to these students (Ch 36)
 - Students complete VA Form 28-8832

SUSPENSION

- Schools that have a period of probation may not continue to certify a student (who remains in a probationary status) for an indefinite period
 - Generally this means 2 terms
 - You must report to VA when a student is no longer meeting the standards of *progress for your school*
 - You will terminate the last term for which the student is entitled to payment
 - If the student is not returning you must still terminate
 - If the student returns to the same school/program VA will resume benefits
 - If the student makes a change, VA may have to determine if the new program is suitable before benefits can be resumed
- Appeals:** If a student is academically suspended but the suspension is appealed and overturned, you do not terminate the certification

If the termination was already submitted you should recertify the student.

COURSE & OBJECTIVE CODES



COURSE & OBJECTIVE CODES

OBJECTIVE CODES

- For IHL Schools & programs only
- Denotes the degree (i.e. bachelors)
- If your degree is not listed, use N.E.C. code
- IHL School/program must have both an objective and course code
- Added on your standard programs page

Make sure your Bio screen reflects the correct type of training (IHL vs NCD) & the program name you enter matches your SAA approval or catalog.

COURSE CODES

- For both IHL & NCD schools & programs
- Denotes the program (i.e. accounting)
- If your program is not listed, use the closest N.E.C code
- NCD school/program will have only a course code. VA Once will populate the Objective code field with the same code as you choose for the course code.
- Added on your standard programs page

The VA Once Flip Book power point on the GI Bill website has been updated with instructions for course/objective codes.

EFT/TIN Numbers ~

The Government requires each entity doing Business with a federal agency to furnish its Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) account information.

- VA needs your TIN and EFT data because your school is eligible to receive tuition, fees, and Yellow Ribbon payments from VA under the Post 9/11 G.I. Bill program.
- Your TIN may also be used for purposes of collecting and reporting on any delinquent debts arising out of your participation with the Post 9/11 G.I. Bill program.
- Schools must submit updates for TIN and EFT data on school letter head and include the following:
 - Name of Institution,
 - Address,
 - Tax ID Number,
 - Facility Code,
 - Name and address of Financial Institution,
 - Nine Digit Route Number*,
 - Account Number and Type of Account (ie checking or savings).

The letter should Be dated and signed By an official legally authorized to add or amend the account for which Post-9/11 G.I. Bill payments will Be issued. The title and telephone number of the signing official must also Be provided.

MISC Certification Issues ~ VA Once

- **VA File NumBers**

- You must input a full file number - Do not use 000001234
- Do not put the school's student ID or school facility code in the file number field
- For CH33 TOE students both the VA File Number *and* SSN are the student's SSN
- For CH35 students the VA File numbers is the Veteran's File Number
 - Can be the veteran's SSN OR an 8 digit VA assigned number

- **Terminate VS Deactivate & Delete**

- If you need to stop a student's award you use terminate in VA Once
- **Delete & Deactivate** do not send anything to VA – they simply move students off of your list of active students on the student select page

- **If you have deleted or deactivated a student and need to certify them you must:**

- Change the "status and" box in your search filters from "all active" to either "deleted" or "deactivated" (as appropriate) and then search for the student.
- Once you have found them you must click on the "student" tab at the top of the screen and choose "undelete" or "reactivate" (as appropriate). This will move the student back to you list of active students.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

VAonce04
2-2-2222-22

Select Student

Search by

Search Type Search Range

Deleted

Student Adopted Facility Code and Chapter and Training Type and Program and PT Evaluated

In Process

Pending Approval

Completed

31 Submitted

Submitted

33 Submitted

Awarded

33 Processed

Manually Processed

31 Rejected

31 Processed

Deleted

Inactive

All Active

File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
111-98-5555	00	BROWN	REESE	30	BS AS	7/27/2007 3:17 PM	22222222
00 565 987	41	CHRISTMAS	HOLIDAY	35	AA	11/20/2007 3:57 PM	22222222
89		LONG	JACKSON	35	BS MATH	3/28/2006 10:08 AM	22222222
528 05 252 525	00	SIMPSON	HOMER	31	HAIR - CER	7/19/2005 2:11 PM	22222222

If you have deleted or deactivated a student and need to certify or change a cert you must:

Change the **“status and”** box in your search filters from “all active” to either **“deleted”** or **“inactive”** (as appropriate) and then search for the student.

VA-ONCE Student Select - Windows Internet Explorer

Student School Detail

Print

Select Student

Adopt Access
Undelete
Activate

Search Range: Equals Search Text: Search Clear

Change SSN Undelete

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

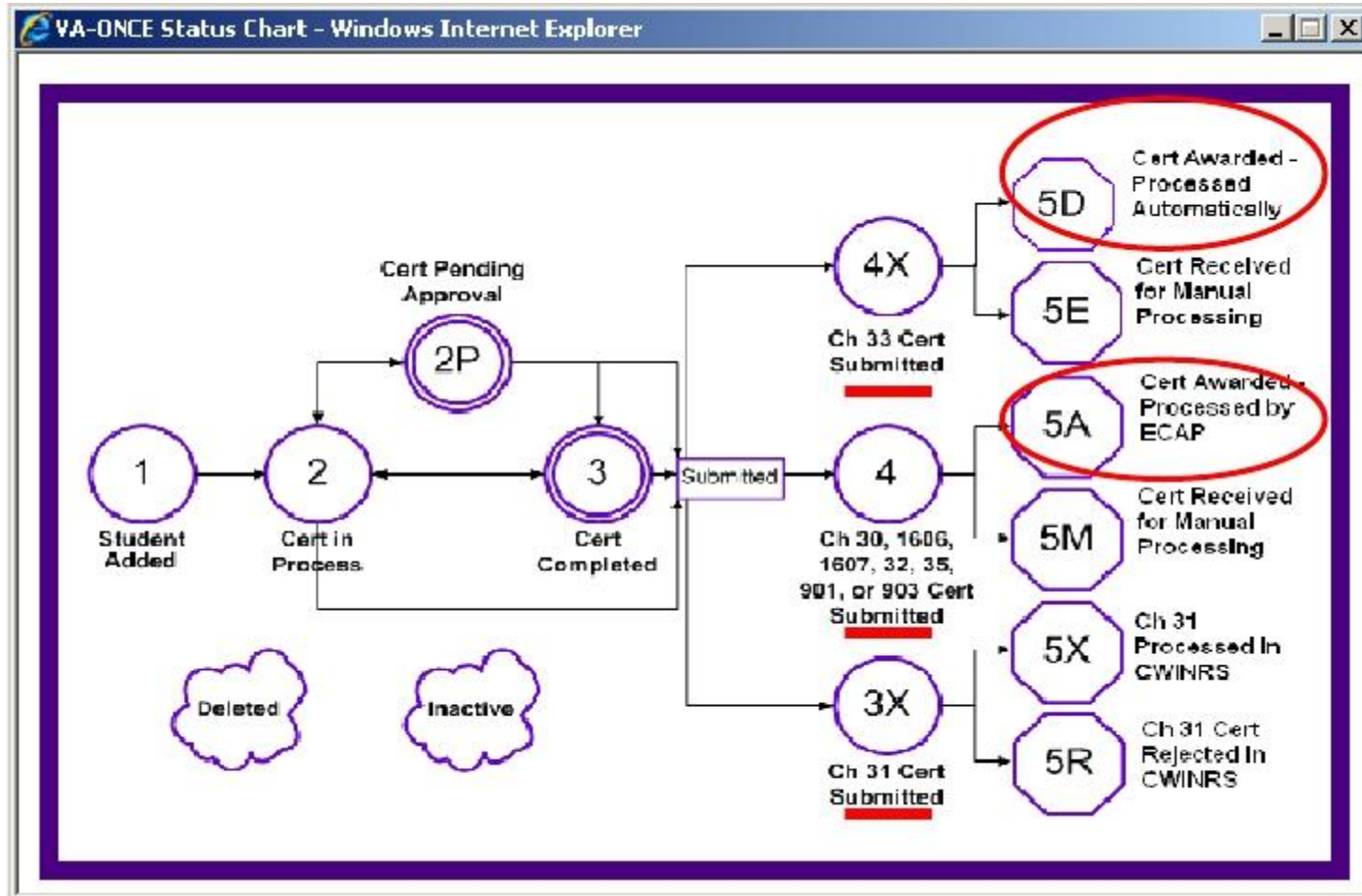
Date Range or Days until Cert End or Training Time Prior Credit Active Duty Filter Reset

Showing 1-4 of 4 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2 111-98-5555	111-98-5555	00	BROWN	REESE	30	BS AS	7/27/2007 3:17 PM	22222222
<input type="checkbox"/>	2 546-54-7854	00 565 987	41	CHRISTMAS	HOLIDAY	35	AA	11/20/2007 3:57 PM	22222222
<input type="checkbox"/>	2 314-54-6890	24 567 891	42	LONG	JACKSON	35	BS MATH	3/20/2006 10:08 AM	22222222
<input type="checkbox"/>	3X 525-25-2525	05 252 525	00	SIMPSON	HOMER	31	HAIR - CER	7/19/2005 2:11 PM	22222222

Once you have found them you must click on the “student” tab at the top of the screen and choose “undelete” or “activate” (as appropriate). This will move the student Back to you list of active students.

VA Once Status Codes



MISC Certification Items

- If claims examiners call or email you for information please answer them in a timely manner. They usually cannot complete the case without the requested info.
- If you have a student on active duty or training at less than ½ time under CH30, CH35 or CH1607 remember to certify T&F.
- A DD214 and/or Certificate of Eligibility is not required by VA for certification.
- Only CH33 (and Voc Rehab) pay the school directly. All other chapters pay student.
- Once you have terminated a certification you can do nothing further with it. You have to recertify if a correction is needed. (Be careful with this – LTS automation may create additional payment – use Remarks to stop automatic processing.)

QUESTIONS?

