



THE VIRGINIA DEPARTMENT OF VETERANS SERVICES *Serving Those Who Served*

# VCCS Veterans Certifying Officials Workshop Wednesday, September 25, 2013



Virginia Department of  
**Veterans Services**

Veterans Education, Training, and Employment

*... serving those who served*





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# Certification Issues & School Certifying Officials Tasks



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## Gather information necessary for adoption and certification in VAOnce:

- Identifying data from students to include full SSN/VA File number
- Start and end dates of each class
- Credit hours
- Verify degree requirements: analyze degree applicability of each course
- Repeated courses: validate need for repeat based on degree requirement and obtain permission from SAA if taking for third time



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## Gather information necessary for adoption and certification in VAOnce:

- Determine in-residence vs. distance education designation based on Code of Federal Regulations definition
- Evaluate internships and clinical courses for training and potential for use of clock hours vs. credit hours
- Identify other federal non-title IV funding sources
- Draft parent school letters; Collect appropriate course transfer approvals from advisors and create and submit parent school letters when students studying at other school
- Input data into VA Once



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# Tracking Payments

- Provide certification information to business office for tracking and reconciliation; cross-check VA pay roster with campus account reports for any missing payments
- Reconcile CH 33 payment amounts and analyze for accuracy; troubleshoot payment issues and inquire via RNW for any discrepancy; coordinate return of funds to VA if and when appropriate



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# Tracking Payments

- Track first week attendance and terminate any certification for students who do not show up for the term; return CH 33 funds to VA if applicable
- Track all benefits recipients for schedule or account changes and report via adjustment or amendment thru VA Once
- Coordinate with 3rd party billing accountant for federal funding conflicts (MYCAA, TA, ect.)



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# Tracking Payments

- Track end of course grades; investigate any “F” grades for non-attendance issues, report reductions as appropriate;
- Track incomplete grades for completion within one year or reduce training time as appropriate.
- Keep abreast of changes to rates and rule of all programs : CH 33, YR, Fry Scholarship, 1606,1607,30 31, 35 and all state and non-VA programs.



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# Tracking Payments

- Track publications and changes to every degree program and policy on your campus.
- Maintain files for compliance surveys from VA or SAA.
- Verify annual VA reporting fee roster for accuracy.



# Chapter 31 Voc-Rehab

## Accepting Ch 31 authorizations

- Report enrollment information to case manager to include specific schedule details
- Keep track of Voc-Rehab counselors and their requirements, track authorizations for CH 31 students, report end of term grades for CH 31 students
- Advise CH 31 students on admission procedures and other campus requirements
- Forward CH 31 certification and adjustment information via email or fax to case managers



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# Work-Study

## Who is eligible?

A student receiving VA education benefits under Title 38 USC, Chapters 33, 30, 31, 32, or 35; or Title 10 USC, Chapter 1606, Chapter 1607; and  
Attending school at the  $\frac{3}{4}$  time or full time rate.

**This program is not applicable to VRAP participants**



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# Work-Study

## What type of work can a work-study student do?

Students must be assigned to work sites that will permit them to perform VA related activities.

- VA Regional Offices, VA Medical Centers, Vet Centers, VA Outpatient Clinics, National Cemeteries, and local education institutions

If assigned to a non-VA work site, the student's primary employment responsibilities must be to perform VA related outreach assignments under the supervision of a VA employee.



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# Work-Study

## **How much does VA pay?**

Pay is based on the higher of the Federal minimum wage or the State/Local minimum wage.

## **How do student apply for the Work-Study Program?**

Students can apply by completing VA Form 22-8691, “Application for Work-Study Allowance” and submit to the appropriate Regional Processing Office.



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# Work Study

**How many students can work at a work-study job site?**

The number of work-study students allowed at any approved work site is determined by the VA and is based on the type of work site (VA regional office, VA hospital, school, military base, ect.) and the amount of VA related work available based on the position description provided by the work-site.



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# Work-Study

**All School Certifying Officials are highly encouraged to disseminate this information so that VA beneficiaries are offered the opportunity to engage in the Work-Study Program. Detailed information can be found on the VA GI Bill website.**



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# QUESTIONS ?