



Virginia Department of Veterans Services



Virginia Department of Veterans Services
Veterans Education Training and Employment
State Approving Agency

Certifying Issues and VAOnce





Programs

Verify degree requirements

Analyze degree applicability of each course

Repeated courses

Validate need for repeat based on degree requirement

Change to SCO Handbook

Classes that are successfully completed may not be certified for again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that course class may be repeated and certified to VA again.

Example 1, if a Nursing program requires a “B” or better in Biology, then that class may be repeated if a “B” or better was not earned. That requirement must be in the school catalog.

Example 2. If a course is required for graduation, a student may repeat the course and be certified for it **until it is successfully completed. No further information needs to be provided to VA regarding those courses.**

Example 3. If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to VA.



Programs Continued

Start and end dates of each class

What Beginning Date Must A School Report To VA? (38 CFR 21.4131(b), 21.7131(b), and 21.9625(b))

Example: The beginning date of the term starts on a Friday, however classes do not begin until the following Monday. Which date should the SCO use to certify as the beginning date?

Schools generally should report the first scheduled date of classes for the term, quarter, or semester in which the student is enrolled. Here is an exception:

First Day of Classes Delayed. Some courses may begin after the calendar week that the term, quarter, or semester is scheduled to begin. Schools should report the actual date classes for such courses begin.



Programs Continued

Determine in-residence vs. distance education designation based on Code of Federal Regulations definition (**38 CFR 21.4267**)

In-residence training for undergraduate students consists of regularly scheduled standard class sessions (at least once every two weeks). The total number of hours of classroom instruction (based on 50 minutes of instruction per hour) must equal, or be greater than, the number of credit hours awarded for the course multiplied by the number of weeks in the term.

EXAMPLE: A student is enrolled in a 3-credit course over a 16-week semester. The course must be scheduled for a total of 48 hours of class sessions and meet at least every other week.

EXAMPLE: A student is enrolled in a 3-credit course over a 5-week term. The course must be scheduled for a total of 15 hours of class sessions and meet at least every other week.

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



Dual Enrollment

Dual Objectives

A student may want to pursue a dual objective. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate. A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level.

Specific approval procedures vary among institution types and states. Check with your ELR about dual objective approvals. A combination of two approved degree programs at the same school does not need additional approval.



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**DEPARTMENT OF VETERANS SERVICES
 VETERANS EDUCATION, TRAINING AND EMPLOYMENT
 ATTN: STATE APPROVING AGENCY
 900 E. MAIN STREET, 6TH FLOOR WEST WING
 RICHMOND, VIRGINIA 23219**

REQUEST FOR APPROVAL OF DUAL OBJECTIVES

A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate.

A combination of two approved degree programs at the same school does not need additional approval; additional approval will be necessary in any other circumstance. For approval of a dual objective, please submit the information below as well as meet the specified criteria.

Date of Request:	Facility Code:	
Facility Name:		
Address:		
City:	State:	Zip Code:
Contact Person:	Email :	
Phone Number:	Fax Number:	

REQUIREMENTS

- Name and last four digits of the claim number of the VA student for whom the approval of the dual objective is requested.
- The exact title of the two programs for which dual objective approval is requested, to include the program curriculum and course descriptions of both programs.
- An exact description of the single career field to which both programs relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field.
- Total credit hours already earned toward current program.
- Total additional credit hours needed to complete the dual objective as certified by school registrar.
- Total credit hours and unit subjects required for the dual objective.
- When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.
- GPA should meet the school's requirement for satisfactory progress.
- All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study.
- The request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program.
- For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.
- All requests for approval of dual objectives must be signed by:
 School certifying official **and** Chairperson or Dean of the department, school, or college involved in granting the dual degree or major.

Submit Dual
 Objective
 request form to
 SAA.



Payments

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



Payments Continued

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.)



Reporting

Track end of course grades; investigate any “F” grades for non-attendance issues, report reductions as appropriate

All “F” grades

If a student completes the term with all “F” and/or non-punitive grades, then determine and report the actual last date of attendance for each course and, if required, terminate the student for unsatisfactory progress.

Academic Probation

Schools that have an academic progress policy allowing for a period of academic probation prior to termination for Unsatisfactory Progress (Academic Suspension) should notify VA promptly when a student receiving VA education benefits is placed on academic probation. Notifications should be sent using VA’s “Ask a Question”

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.



Reporting Continued

Graduation

Schools are required to report graduation or program completion information to VA. Once a student graduates from a degree program or completes a Non-College Degree program, you should submit a Notice of Change in Student Status. If the student is graduating from a degree program, "Graduation" should be selected as the termination reason. If the student is completing a Non-College Degree program, "End of Term or Course" should be selected as the termination reason. The last date of the term selected will be pre-populated as the date of termination. If subsequent terms were previously certified, https://vaonce.vba.va.gov/vaonce_student/default.asp VA-ONCE will prompt you to terminate those enrollments, or to leave them as previously certified. Ensure that the program information is accurate.

Graduation should only be reported for students who graduated while using benefits.



Vocational Rehabilitation

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



Reporting Fees

38 U.S.C. 3684(c) mandates that reporting fees must be used for the purpose of certifications or otherwise supporting programs for veterans. This money is to help schools cover the cost of administering their VA programs, including, but not limited to attendance at VA sponsored training conferences. Proper use of the reporting fees will be verified during compliance surveys.



702 Choice Act

Covered individuals as defined in the Choice Act include:

A Veteran who lives in the state where he or she is attending school (regardless of his/her legal state of residence) and enrolls in the school within three years of discharge from a qualifying period of active duty service of 90 days or more.

Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where he or she is attending school (regardless of his/her legal state of residence) and enrolls in the school within three years of the transferor's discharge from a qualifying period of active duty service of 90 days or more.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state where he or she is attending school (regardless of his/her legal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty, following a period of active duty service of 90 days or more.



Questions





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VETERANS ASSOCIATION OF SCHOOL CERTIFYING OFFICIALS (VASCO)



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VASCO: What is it?

A newly formed organization made up of certifying officials from all over Virginia, as well as other personnel who work directly with veterans.



What will VASCO do?

- Help train new SCOs, and offer a knowledge base of experienced SCOs to quickly assist schools and staffs;
- Assist with developing effective programs for recipients of veterans educational benefits;
- Develop productive relations with the Virginia Department of Veterans Services (DVS), Department of Veterans Affairs (DVA), and other agencies serving veterans,
- **HELP OUR VETERANS SUCCEED IN THEIR EDUCATIONAL GOALS!**



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What will VASCO do for me?

- Offer an alliance of SCOs to quickly assist you with day-to-day issues and the things you “just forgot”
- Allow you to serve as a mentor to new SCOs and share best practices from your institution
- Provide conferences and training to help you become an even better school certifying official



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How can I help?

Tramaine Carroll-Payne

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QUESTIONS

