



Virginia Department of Veterans Services



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

The Role of the SAA

Tramaine Carroll-Payne, Regional Manager
Virginia Department of Veterans Services
State Approving Agency
for Veterans Education & Training

900 East Main Street, Sixth Floor, West Wing
Richmond, Virginia 23219
804-786-0571



STATE APPROVING AGENCIES

Protecting the GI Bill Since 1948

- Provide approval and oversight activities within a state's boundaries
- Protect Veterans and schools from fraud, waste, and abuse



MISSION & RESPONSIBILITY

To ensure access and quality instruction, appropriate administration, and fair and equitable practices for every Veteran (and eligible person) who enters a Virginia SAA-approved educational program

We do this by:

- Validating and approving educational courses and programs to be pursued by Veterans and eligible persons
- Overseeing Virginia's educational institutions, and ensuring compliance with federal and state guidelines
- Ensuring the interests and prerogatives of the State are preserved in both processes



SAA Responsibilities

Approvals

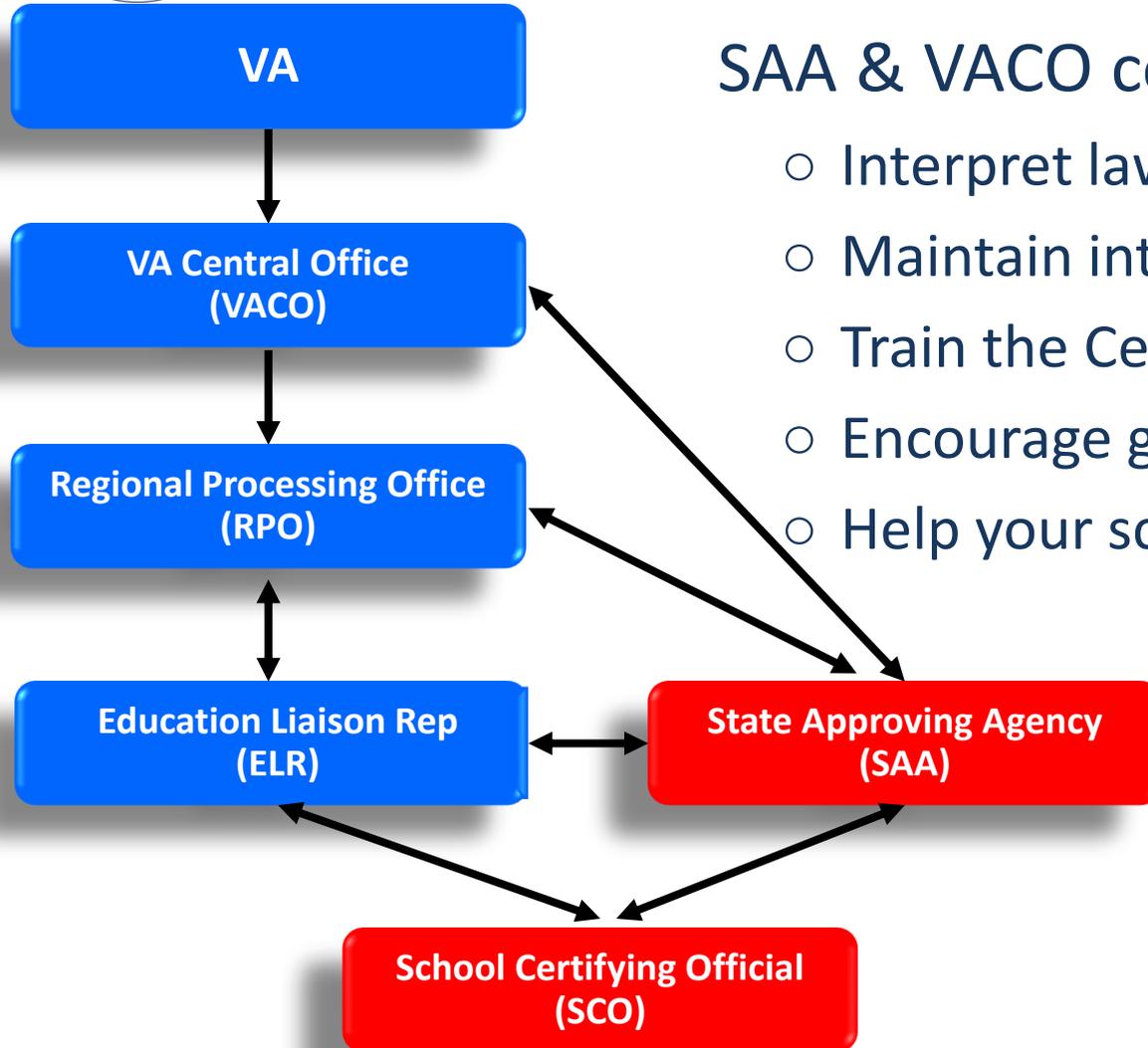
- Evaluate educational programs for approval
- Provide written evaluations and approvals to VA and the schools

Inspections and Compliance Survey Visits

- Visit and inspect each active educational institution
- Confirm compliance for approved courses and programs

Technical Assistance

- Respond to institutional and veteran requests for information and assistance
- Provide written reports to the Dept. of Veterans Affairs

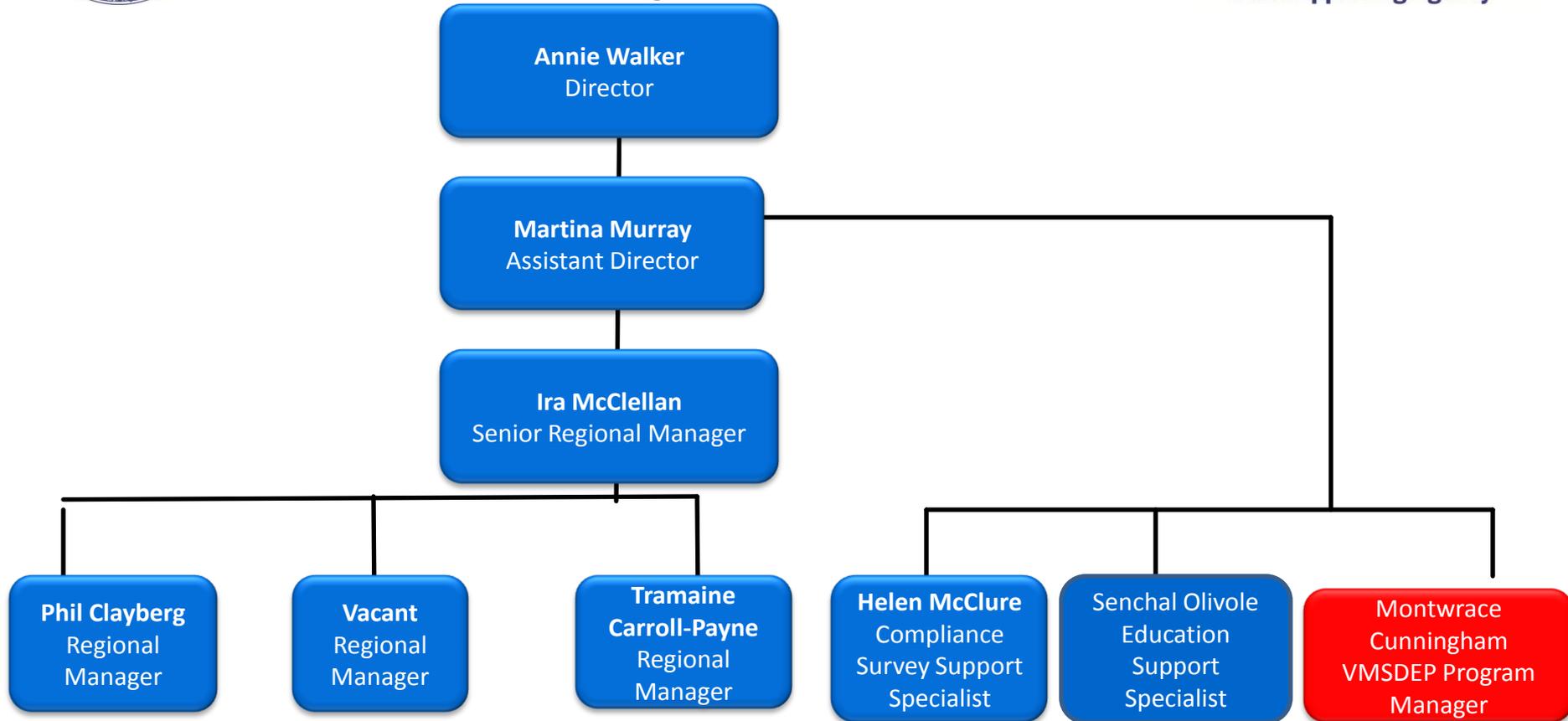


SAA & VACO collaborate to help you

- Interpret laws and regulations
- Maintain integrity of programs
- Train the Certifying Officials
- Encourage greater use of VA benefits
- Help your school better serve veterans!



SAA Organizational Chart





Virginia Department of Veterans Services



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School Certifying Official Responsibility

Phillip Clayberg, Regional Manager
Virginia Department of Veterans Services
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for Veterans Education & Training

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Keep The SAA Informed

New programs and changes in current programs
Catalog review, term dates, tuition changes, policy revision

Changes in academic policies and procedures

Changes of address, phone numbers, certifying officials

Other information required by the SAA



Virginia Department of Veterans Services



KEEP DVA Informed

Enrollment status of veterans and other eligible persons

Tuition, fees, enrollment dates, term dates, Yellow Ribbon
Notice of Change in Student Status

New enrollments report within 30 days prior to start of term
Enrollments may be reported 60 days prior to the start of the term

Report one term at a time (for schools on other than quarter or
semester, report number of terms equal to a 15-week semester)

Changes to enrollment must be reported within 30 days



SCO Duties

Monitor the subjects pursued by a student to certify to VA only those subjects that apply to the student's program

Monitor student's grades to ensure satisfactory progress; report unsatisfactory progress

Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct



SCO Duties Continued

Keep up-to-date on current VA rules and benefits

Provide e-mail address to VA Education Liaison Representative (ELR)

Read and maintain VA bulletins

Stay proficient with the VA Benefits Handbook
Revision 5.0 (5th Edition)

Attend VA and SAA training opportunities

October 5 - 9, 2015, Nashville, TN

National Association of Veterans Programs Administrators

Where: Gaylord Opryland Resort & Convention Center

Phone: 973-278-5400 x1315

Email: ror@berkeleycollege.edu



SCO Duties Continued

Apprise supervisors of any internal problems that may affect service to VA students, such as:

Failure of records office to provide information on a student's grades, grade changes, academic problems, etc.

Failure of instructors to provide information on attendance or attendance problems

Failure of other offices to provide information on new programs, changes in current programs, etc.



Records

Maintain records of VA students and make all records available for inspection:

Retain file of VA papers submitted & records of academic progress, program pursuit, etc.

Maintain records for at least three years following the student's last date of attendance

Ensure that records are kept in a safe place and that the privacy of VA students is protected



VA Files

A school's file for a VA student should contain:

Copies of all VA paperwork

The school's transcript, grade reports, drop slips, registration slips (for those courses dropped during drop/add), tuition and fee charges, transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline, a curriculum guide or graduation evaluation form, and any other pertinent forms



Additional Duties

These are additional activities that schools are encouraged to carry out, but are not required by VA:

Assist VA students in applying for education benefits

Maintain copies of appropriate application forms

Help Veterans and dependents fill out and send in applications

If the student cannot resolve payment problems, assist through VA channels designated for school officials

Disseminate and/or post information on VA education benefits, programs, and contact points

Ensure that VA students are fully aware of their responsibilities to the school



Not Responsible

- Determine eligibility
- Determine benefit payment
 - Time frame of receipt of benefit
- Determine training time
- Certify course not required for program

Except for

- Deficiency/remedial courses when required by test (deficiency/remedial are not approved for independent study)



Student Responsibilities

Takes courses required for program

Program placed by end of 2nd semester (matriculated)

Have prior training evaluated

Maintain satisfactory progress



Student Responsibilities Continued

Notify SCO when

- Enrolled in classes
- Change in enrollment
- Change in program
- Change in address
- Notify DVA when-
 - Change your bank
 - Change of address
 - Change schools



Work Study Students

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.



Work Study Students Continued

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.



Questions

