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# Work-study Supervisor's Handbook

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Work-study Department  
VA Regional Office  
St. Louis, Missouri

Telephone: (314) 253-4343 (M-F 8-4:30PM)

Fax: (314) 253-4130

**WORKSTUDY Inquiry EMAIL BOX: [WS.VBASTL@VA.GOV](mailto:WS.VBASTL@VA.GOV)**  
**WORKSTUDY DOCUMENT EMAIL BOX: [WKSRTN.VBASTL@VA.GOV](mailto:WKSRTN.VBASTL@VA.GOV)**

Effective 07/01/12

Email Applications, timesheets, and signed contracts to:  
[WKSRTN.VBASTL@VA.GOV](mailto:WKSRTN.VBASTL@VA.GOV)

All documents will only be accepted from the work-study supervisor.

## **Who is eligible for the Work-study Program?**

To receive VA Work-study benefits, the student must be receiving benefits under one of the following education programs

- ◆ Title 38, USC, Chapter 30: The Montgomery GI Bill
- ◆ Title 38, USC, Chapter 31: Veterans Vocational Rehabilitation Program
- ◆ Title 38, USC, Chapter 32: Veterans Educational Assistance Program
- ◆ Title 38, USC, Chapter 35: Survivors and Dependence Educational Assistance Program
- ◆ Title 10, USC, Chapter 1606: The Montgomery GI Bill - Selected Reserve
- ◆ Title 10, USC, Chapter 1607: Reserve Educational Assistance Program
- ◆ Title 38, USC, Chapter 33: Post 9/11 GI Bill

The student **MUST** be at least a three-quarter time student in a VA approved school. If a question should arise whether a school is VA approved, call 1-888-442-4551 and speak to an education representative.

## **How does a student apply for Work-study?**

First, the student should find a work site and determine if an opening exists for work-study. Next, the supervisor at the work site must be willing to hire the student. If the supervisor agrees to hire the student, have the student complete a VA Form 22-8691, Application for Work-study Allowance plus a Position/Job Description form. Both forms are contained in this document. The application can also be found at <http://www.vba.va.gov/pubs/educationforms.htm>. If you download the Application from the web, please include the Work Site Name, Address and Supervisor's Name in block 12.

**Email completed forms to: WKSRTN.VBASTL@VA.GOV**

If a student does not know of a work site, they may call the V.A. Regional office at 1-888-442-4551 and ask to be transferred to work-study desk. We will help the student to locate a site within a close proximity.

## **What type of work can a Work-study student perform?**

Students must be assigned tasks that will permit them to perform 100% VA related activities. Work-study sites include, but are not limited to, Department of Veterans Affairs offices, National Cemeteries, VA Medical Centers, Veteran Clinics, educational institutions and Department of Labor offices.

**\*\*Note: Federal employees are NOT eligible to participate in the Work-study Allowance Program. Students in receipt of VA education benefits and participating in an internship program are also barred to participate in the Work-study Allowance program. Work-study students are not to be supervised by relatives.**

If the student is not assigned to a Department of Veterans Affairs office, their primary responsibility must be Veterans outreach activities.

Non-VA facilities have limitations as to duties for work-study students. A non-VA facility can only use work-study students for disseminating information on VA benefits and services and providing assistance to individuals in obtaining these benefits. The non-VA facility cannot use the work-study students to do paperwork, *except* educational institutions. Duties may also include, to the extent feasible, providing information on other governmental programs determined to be beneficial to veterans.

### **How is the application processed?**

NOTE: A student **CANNOT** begin work-study until a signed contract has been sent to their Supervisor by the Work-study Department in St. Louis. The day the contract is signed is the first day the work-study can start to work.

When the Work-study Department receives the application and Position/Job Description forms, they are checked for accuracy. Once reviewed, the forms application is processed through the department's computer software.

Secondly, a contract is created and emailed back to the supervisor along with a Time Record, VA Form 22-8690. The work-study student then signs the contract and makes copies of the Time Record form. **The time record is to be kept in a secure place by the supervisor only. Time records are not to be altered.**

Thirdly, the supervisor returns the completed contract to the Work-study department.

### **What are the supervisor's responsibilities?**

The supervisor has the following responsibilities:

**ENSURE** all correspondence is in **PRINT** and **LEGIBLE**

- ◆ **Provide direct supervision to VA work-study students.**
- ◆ Ensure the student is trained to do the work as stated in the Position/Job Description.
- ◆ Ensure the work-study does not begin before their assigned start date.
- ◆ **Ensure the work-study does not work more than 8 hours per day.**
- ◆ To initial the Time Record as new entries are recorded. You are required to maintain the work-study file for 3 years. **You are also required to maintain a current class schedule in the work-study file to ensure verification of availability.**
- ◆ Confirm cumulative totals for hours worked. Use 15-minute increments (i.e., .25, .50, .75). Ensure that the entries are made in dark ink.
- ◆ Ensure the student does not work more than the maximum number of hours allowed. That can be found in paragraph 1 of the contract.

- ◆ Email the Time Record to the Work-study department: **WKSRTN.VBASTL@VA.GOV** in **50-hour increments** (i.e., 50, 100, 150, 200, etc.)
- ◆ If the Time Record is the last for the work-study student, write **“FINAL”** in the Remarks area on the Time Record. If student request a new contract and is still working on present contract, write **“REQUEST EXTENSION”** in the Remarks area on the final time sheet, not before. When applicable, include any updated supervisor or work-study participant contact information in the Remarks area.
- ◆ Report any changes in the work-study’s address to the Work-study department as soon as possible. **We request you don’t give out our direct line to any work-study.** Supervisors should make all inquires work-study personnel.

Following these guidelines allows the Work-study department to process Time Records, usually within 7 business days. The payment request is then sent to the Department of the Treasury. The work-study is usually paid within 7 to 10 business days after processing.

### **Where can I get help?**

The Work-study department is open Monday through Friday, except Federal Holidays. We stand ready to assist you. We can be reached at:

Telephone: 314-253-4343 (10 AM –2 PM central)  
 Fax: 314-253-4130 (24 hours)  
 Email: **VAVBASTL/RO/WS (Inquiries)**  
 Email: **WKSRTN.VBASTL@VA.GOV (Timesheets, applications, contracts)**

General VA Education Questions: 1-888-442-4551 or <http://gibill.va.gov>

Veterans Services: 1-800-827-1000 or <http://www.va.gov>

### **Enclosures:**

1. Application for Work-Study Allowance, VA Form 22-8691 (reproducible)
2. Position/Job Description (reproducible)
3. Sample Time Record, VA Form 22-8690
4. VA Work-study Frequently Asked Questions and Answers

**Department of Veterans Affairs**

**APPLICATION FOR WORK-STUDY ALLOWANCE**  
 (38 U.S.C. Chapters 30, 31, 32 and 35; 10 U.S.C. Chapter 1606)

1. NAME OF APPLICANT: LS

2. MAILING ADDRESS: A. First LS B. MI. VA C. Last LS

3A. VA FILE NUMBER: 101

OR 39. SOCIAL SECURITY NUMBER: 101

A. NUMBER AND STREET OR RURAL ROUTE: \_\_\_\_\_

B. APARTMENT OR BOX NUMBER: \_\_\_\_\_

ICITY OR POST OFFICE: \_\_\_\_\_ 4. SEX:  Male  Female

D. STATE: \_\_\_\_\_ E. ZIP CODE OR FOREIGN MAIL CODE: \_\_\_\_\_

5. DATE OF BIRTH: W MONTH W DAY W YEAR

6. ADVANCE PAYMENT Do you want on advance payment?  YES  NO  
 NOTE: If you receive on advance payment, you will not receive another payment until you have worked off the advance payment plus an additional 50 hours unless your contract calls for fewer hours.

7. NAME AND ADDRESS OF YOUR SCHOOL	8. CURRENT EDUCATIONAL OR TRAINING PROGRAM	9. TELEPHONE NUMBER and Hours of the day VA can reach you (Include area code)  ( )  Hours AM PM
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10. CURRENT ENROLLMENT PERIOD A. BEGINNING DATE (Month, Day, Year) _____ 8. ENDING DATE (Month, Day, Year) _____	11. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND A. BEGINNING DATE (Month, Day, Year) _____ B. ENDING DATE (Month, Day, Year) _____
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12. WORKSITE PREFERENCE (Please tell us the school, VA facility or other Government facility where you would prefer to do VA related work)	13. DAYS AND HOURS DURING THE WEEK YOU WOULD BE AVAILABLE	
	<input checked="" type="checkbox"/> ( )	HOURS
		MONDAY
		TUESDAY
		WEDNESDAY
		THURSDAY
	FRIDAY	

14. HAVE YOU EVER RECEIVED WORK-STUDY ALLOWANCE BEFORE? (w "YES," please tell us where you worked)	15. WORK EXPERIENCE (Tell us about the jobs you had before, other than VA work-study jobs)
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16. QUALIFICATIONS (Tell us about any special qualifications you have based on your education and work QI (pinco). We are interested in QI (PQ) info that would help you work for VA, such as experience in Automated Data Processing programs. Also tell us what kinds of jobs interest you.)

17. SIGNATURE OF APPLICANT (Do not print)	18. DATE SIGNED
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**PRIVACY ACT INFORMATION:** No benefits may be paid unless a P, pliorion form has been received (38 U.S.C. 2 149). The information requested on this form is necessary to determine your eligibility to the benefit for which you are applying. The responses which are submitted may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records: 58VA21/22 Compensation, Pension, Education id Reimbursement Records-VA, published in the Federal Register.

**RESPONDENT BURDEN:** VA may not conduct or sponsor, and respondent is not required to respond to, unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the information, and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-527-1000 for mailing information on where to send your comments.

## Position/Job Description

Name:

File Number:

**Print Supervisor Name:**

Work Site Name:

Address:

City:

State & Zip:

Telephone Number:

**Email Address:**

Description of Duties: *(what duties will Work-study student perform to assist veterans?)*

Supervisor Signature:

Date:

Email a completed Application (VA Form 22-8691) Return to [WKSTRN.VBASTL@VA.GOV](mailto:WKSTRN.VBASTL@VA.GOV)



# TIME RECORD (WORK-STUDY PROGRAM)

<b>1. AGREEMENT CONTROL NUMBER</b>	<b>2. NAME OF STUDENT</b>	<b>3. FILE NUMBER</b>
<b>4. APPROVED PERIOD OF EMPLOYMENT</b>		<b>5. TOTAL NO. OF HOURS TO BE WORKED</b>
<b>A. FROM</b>	<b>B. TO</b>	

**INSTRUCTIONS: Use Item 8 to show changes in Items 6A and 6B. Include effective dates.**

<b>6A. PLACE OF EMPLOYMENT</b>	<b>6B. NAME OF SUPERVISOR</b>
<b>6C. MAILING ADDRESS</b>	<b>PHONE/FAX NO. OF SUPERVISOR</b>

Information in items 1 through 6D will be preprinted by the St. Louis VA work-study office. Make copies of the timesheet when it is initially received.

**7. SCHEDULE OF HOURS WORKED (NOTE: We will not pay for hours worked after end date of contract.)**

DATE	HOURS WORKED	CUMULATIVE TO DATE	INITIALS		DATE	HOURS WORKED	CUMULATIVE TO DATE	INITIALS	
			STUDENT	SUPER				STUDENT	SUPER

**SAMPLE**

DATE	HOURS WORKED	CUMULATIVE TO DATE	INITIALS	
			STUDENT	SUPER
13 OCT	5.25	5.25		
16 OCT	4	9.25		
18 OCT	6.50	15.75		

- Use .25, .50, and .75 to indicate quarter, half and three-quarter portions of the hour.
- The cumulative total starts at the beginning of the contract (4A) and grows until the end of the contract (4B). DO NOT restart the cumulative hours until the start of a new contract.
- The work-study participant can only be paid for work performed within the contract dates indicated in item 4. Payment cannot exceed the date in item 4B or the total hours in item 5, whichever comes first.
- The supervisor and work-study participant must initial each line item entry.
- Carefully check the math before submitting the timesheet to the work-study office.

**8. REMARKS**

Use item 8 Remarks for any comments/updated information you need to provide to the work-study office. When submitting a final timesheet of any contract, write "FINAL" in this area. When requesting an extension, write "REQUEST EXTENSION" in this area.

PRIVACY ACT INFORMATION: No monies or benefits can be paid unless this report is completed and filed as required by existing law and regulations (38 U.S.C. 3485). The Information on this form will be used to determine proper amount payable. The responses you submit are considered confidential (38 U.S.C. 5701). They may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routing uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records – VA, published in the Federal Register. The requested information is considered relevant and necessary to determine monies payable under the law.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this

# Frequently Asked Questions

**Q. *How do I initiate a work-study contract?***

A. Fill out VA Form 22-8691, Application for Work-study Allowance and attach a position/job description. **Email:** We will process the application and **email a** blank time sheet (make copies) back to you for the work-study to sign and return via email only. Do not mail. Email the signed contract back to the work-study office. Keep time in a cumulative manner. Email time sheets after the completion of every 50-hour increment unless it is the final time sheet. Final timesheets may be submitted regardless of accumulated hours. Example, 1 thru 51 fax, 51 thru 100 fax, 101 thru 150 send, and continue with the cumulative total.

**Q. *Can the work-study work without a contract?***

A. **NO!!!** Hours worked prior to the VA having a signed contract will be **UNPAID**.

**Q. *How is the number of hours given on a contract determined?***

A. The hours are determined by the computer after the term dates are input, based on 25 hours per week of enrollment.

**Q. *What determines the start date and end date of a contract?***

A. The contract start date is based on the application processing date and the school certification date.

**Q. *Can the work-study work through breaks?***

A. Yes, if the contract is in effect and hours are left on contract.

**Q. *My contract will end in a few days. How do I get another contract?***

A. Send in time sheet indicating "FINAL" and "REQUEST EXTENSION" in Remarks, item 8. We will process the final time sheet and new contract/extension providing eligibility and enrollment exist.

**Q. *Can my contract be written for more than one enrollment term?***

A. Yes. If the work-study is enrolled and has certified eligibility, the contract will be written for the length of the confirmed enrollment. Example January 3, 2010 thru December 31, 2010 or for any lesser period as one may be enrolled and certified. The maximum hours allotted in a one year time frame is 1,300.

**Q. *What about advance pay?***

A. Advance pay should be requested when a new application is sent. We can advance pay 50 hours.

**Q. *What happens if the advance pay does not get worked off?***

A. We will make every effort to allow the work-study to work the debt off. If we are unsuccessful a debt will be created and processed in the same manner as a payment would be processed.

**Q. *What happens if work-study drops below 3/4 in training time? If the student informs supervisor who informs the work-study coordinator.***

A. The work-study participant must discontinue working when training time falls below  $\frac{3}{4}$  training.

**Q. *Who determines whether a student may work at a site?***

A. The supervisor and the work-study coordinator. The supervisor has to request by sending in application and the coordinator will approve or disapprove the position/job description.



**Q. Can work-study change locations?**

A. Yes. As long as the site they want to go to has a position/job description that is approved and if the site has a vacancy and we have approved them for an additional work-study. In any event all changes must be with the approval of the work-study coordinator. **Work-study students are not authorized to work from home.**

**Q. What happens when a work-study is at the end of the contract and has hours left to work?**

A. The contract will end on the end date and hours will be paid only for the hours worked up to the end date.

**Q. Who is in charge of the work-study?**

A. **Every location should have a full time paid VA employee or representative designated as the work-study supervisor. The supervisor is over the work-study. Work-study students are not authorized to work independently at anytime. They must be supervised. The work-study coordinator works directly with the supervisor. ALL Questions that cannot be answered by the worksite supervisor should come through the supervisor to the work-study coordinator. If a work-study feels she or he needs to call, they should direct their call to 1-888-442-4551, the phone unit at that number is prepared to answer most questions.**

**Q. How long does it take for time sheets and applications to be processed and how long will it take for payment to be received?**

A. We will make every effort to process all time sheets and applications within 7 business days after receipt. Payment when direct deposit exists will normally take 7 to 10 days, after processing. Chapter 35 recipient's checks must be mailed and can take a little longer. Holidays and other unforeseen events can have an effect.

**Q. What are the duties of the work-study pertaining to the work site?**

A. The duties are based upon the approved position/job description, which must have prior approval, by the work-study coordinator. The supervisor may assign other various duties as long as they fall within the scope of the approved position/job description. The work-study is also responsible to record accurately and plainly all hours worked and initial the same. The supervisor will recheck the accuracy prior to submitting.

**Q. What happens when an interim time card is submitted requesting payment that has insufficient hours and does not have the proper initials on it?**

A. Any time sheet and or application that are found to be insufficient will be returned back to the sender for completion. Partial hours shy of 50 will not be processed unless it is marked FINAL.

**Q. Are work-study students allowed to transport veterans in motor vehicles?**

A. **No.** Work-study students are not allowed to transport veterans in any form of motor vehicles.