

Department of Veteran Affairs 8-1-11 Review & The VA Work Study Program

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VETERANS BENEFITS ADMINISTRATION

AVECO Conference July 20-23, 2015
Dr. Lisa Cox and Mr. Ryan Wilson



U.S. Department
of Veterans Affairs

Work Study Overview

- What is VA Work Study?
- Who is Eligible for VA Work Study?
- What are Possible VA Work Study Sites?
- What Duties May a VA Work Study Perform?
- How does a Veteran Apply?
- What happens once Documents are Submitted to the VA Work Study Dept.?
- What are the Roles and Responsibilities of a VA Work Study Supervisor?
- Where can I get additional assistance?

What is the Work-Study Allowance Program?

- The program provides part-time employment to students receiving VA education benefits
- Work-Study students earn an tax free hourly wage equal to the federal minimum wage or the state minimum wage, whichever is greater.

Who is eligible to participate in the Work-Study Allowance Program?

To participate in the Work-Study Allowance Program, the student must be receiving benefits under one of the following education programs:

- Chapter 30: The Montgomery GI Bill
- Chapter 31: Vocational Rehabilitation & Employment Program
- Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program
- Chapter 33: The Post-9/11 GI Bill and TOE recipients
- Chapter 35: Dependents' *Educational* Assistance Program
- Chapter 1606: The Montgomery GI Bill – Selected Reserve
- Chapter 1607: The Reserve Educational Assistance Program

Who is eligible to participate in the Work-Study Allowance Program? (continued)

The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of $\frac{3}{4}$ time or greater.

Neither federal employees nor students receiving VA education benefits while participating in an internship program are eligible to participate in the Work-Study Allowance Program?***

What locations can be approved as Work-Study sites?

Work-Study sites include, but are not limited to:

- Department of Veterans Affairs offices
- VA Medical Centers/veteran Clinics
- State Veterans Agencies
- Educational institutions
- DoD, Coast Guard, or National Guard facilities related to administration of CH1606/1607 of title 10 U.S.C.
- Center for Excellence for Veteran Student Success, as established under 20 U.S.C. 1161t

Please note: Effective June 30, 2013, some work-study activities authorized by Congress expired. VA can no longer pay for certain work-study activities. Those are:

- ✓ Outreach services to Servicemembers and Veterans furnished under the supervision of a state approving agency employee
- ✓ Hospital and domiciliary care and medical treatment to Veterans in a State home when VA pays an allowance to the state for such care
- ✓ Any activity relating to the administration of a national cemetery or a state Veterans' cemetery

What locations can be approved as Work-Study sites? (continued)

VA Facilities:

- The Work-Study student must be under the direct supervision of a VA employee and the activities must be directly related to VA.

Educational Institutions:

- The Work-Study site must offer approved programs of education as an Institution of Higher Learning or a Non-College Degree facility.
- All work performed by the Work-Study student must directly assist with processing of VA paperwork, VA outreach, or gathering of information needed to fulfill VA reporting requirements.
- Work-Study students must be supervised by the school's designated VA certifying official.

What locations can be approved as Work-Study sites? (continued)

Department of Defense, Coast Guard or National Guard Facilities:

- Only those Work-Study students receiving educational assistance under chapters 1606 and 1607 may participate in the Work-Study Allowance Program at these facilities.
- The student can perform activities relating to administering chapters 1606 or 1607 education benefits. The Work-Study student must be supervised by a DoD, Coast Guard, or National Guard official. The job description form must be accompanied by a list including names and file numbers of all personnel currently receiving chapter 1606 and/or chapter 1607 education benefits.

Other Non-VA facilities:

- Other non-VA facilities can only use Work-Study students for disseminating information (outreach) on VA benefits and services and providing assistance to individuals in obtaining these benefits. Work-Study students at these facilities cannot process paperwork or engage in other administrative duties.

What duties can a Work-Study student perform?

- Work-Study students must only be assigned tasks that require 100% performance of VA-related activities.
- Work-Study students are assigned to a specific work site per the application and Job Description and cannot perform work at any other location. Assigning Work-Study students to other locations is cause for withdrawal of the work site.



Can Work-Study duties include providing transportation?

- Under no circumstance can a Work-Study student be authorized to operate a motorized vehicle of any kind (including but not limited to automobiles, golf carts, forklifts, etc.), during the performance of Work-Study duties.



- In addition, transportation to and from the work site is not covered under the Work-Study agreement.



How does a student apply for the Work-Study Allowance Program?

1. Student should locate a work site and determine if an available Work-Study opportunity exists.

➤ Students needing assistance locating a work site:

If a student does not know of a work site, they may call the VA Regional office at **1-888-442-4551** and ask to be transferred to work-study staff . The work-study unit will help the student to locate a site within a close proximity.

2. Supervisor at the work site must be willing to hire and supervise the student.

How does a student apply for the Work-Study Allowance Program? (continued)

3. Student will complete VA Form 22-8691, Application for Work-Study Allowance, if the work site supervisor agrees to hire the student. The application can be found at

<http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>

(or the work-study supervisor's handbook)

4. Supervisor should complete a Position/Job Description (found in the work study supervisor's handbook)

5. Email the completed application and Job Description forms to VA at **WKSRTN.VBASTL@VA.GOV**

Where you may retrieve a Work Study Supervisor's Handbook ?



Work-study Supervisor's Handbook



Work-study Department
VA Regional Office
St. Louis, Missouri
Telephone: (314) 253-4343
Fax: (314) 253-4130

WORKSTUDY Inquiry EMAIL BOX: WS.VBASTL@VA.GOV
WORKSTUDY DOCUMENT EMAIL BOX: WKSRTN.VBASTL@VA.GOV

To receive a copy: Email the
Work-Study Staff at:

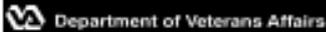
wksrtn.vbastl@va.gov

Call:
1-314-235-4343

Fax:
1-314-253-4130

•**WORKSTUDY Inquiry EMAIL BOX:**
WS.VBASTL@VA.GOV

WORKSTUDY DOCUMENT EMAIL BOX:
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APPLICATION FOR WORK-STUDY ALLOWANCE

PART I - IDENTIFICATION INFORMATION

1. NAME OF APPLICANT (First, Middle, Last)	
2. MAILING ADDRESS OF APPLICANT (Number, and street or rural route, city or P.O., State and 9 digit ZIP Code)	
3A. VA FILE NUMBER (For chapter 35, enter the veteran's file number. Be sure to include the suffix indicator. For dependent's transfer of entitlement cases, enter the file number of the person who transferred entitlement to you)	
3B. SOCIAL SECURITY NUMBER (If not shown in item 3A)	
3C. DATE OF BIRTH OF APPLICANT (Month, Day, Year)	
3D. SEX OF APPLICANT <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
4. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU	
4A. TELEPHONE NUMBER (Include Area Code)	4B. DAYTIME EVENING
5. EDUCATION BENEFIT RECEIVING	
<input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 33 (Four- 5(1) GI Bill) <input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 35 (Dependent Educational Assistance) <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Partner or Spouse entitled to benefits) <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program) <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve) <input type="checkbox"/> CHAPTER 1607 (Reserve Educational Assistance Program)	

PART II - SCHOOL INFORMATION

6A. NAME AND COMPLETE ADDRESS OF SCHOOL		6B. CURRENT ACADEMIC OR TRAINING PROGRAM	
7. CURRENT ENROLLMENT INFORMATION		8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND	
A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)	A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)

PART III - WORK STUDY INFORMATION

9. ADVANCE PAYMENT - DO YOU WANT AN ADVANCE PAYMENT? (See instructions for information on advance payment on reverse under "How Much Can I Get?") <input type="checkbox"/> YES <input type="checkbox"/> NO																			
10. HAVE YOU EVER PARTICIPATED IN THE VA WORK-STUDY PROGRAM BEFORE? (If "YES," please state where you worked) <input type="checkbox"/> YES <input type="checkbox"/> NO	11. WORK SITE PREFERENCE (Tell us the school, VA facility or other government facility where you would prefer to do VA related work. Be specific as many facilities have the same name or perform the same services in different locations or cities.)																		
12. WORK EXPERIENCE (Tell us about the jobs you had before, other than VA work-study jobs. Please be as specific as possible. If you have no work experience, place "NONE" in this space. If needed, attach a separate sheet with your work-history)	13. SPECIFY THE DAYS AND HOURS DURING THE WEEK YOU ARE AVAILABLE TO WORK:																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>(X)</th> <th>DAYS</th> <th>WHEN AVAILABLE (From & To)</th> </tr> </thead> <tbody> <tr><td></td><td>MONDAY</td><td></td></tr> <tr><td></td><td>TUESDAY</td><td></td></tr> <tr><td></td><td>WEDNESDAY</td><td></td></tr> <tr><td></td><td>THURSDAY</td><td></td></tr> <tr><td></td><td>FRIDAY</td><td></td></tr> </tbody> </table>	(X)	DAYS	WHEN AVAILABLE (From & To)		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY	
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14. QUALIFICATIONS (Tell us about any special qualifications you have based on your education or work experience. Include any experience in information technology. Also, tell us what kinds of jobs interest you. If needed, attach a separate sheet with this information)																			
15. SIGNATURE OF APPLICANT (Do not print)	16. DATE SIGNED																		

PRIVACY ACT INFORMATION: VA will not disclose information collected by this information collection to any source other than what has been authorized by the Privacy Act of 1974 or Title 38 Code of Federal Regulations 1.536 for real or name as identified in VA's system of records, 38 VA 21.0222, Compensation, Pension, Education and Vocational Rehabilitation Records - VA as published in the Federal Register at http://www.e-read.va.gov/CFR_Records/38VA21_22.asp. An example of a real-time use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is "required to obtain or retain benefits". We cannot pay you any work-study benefits until we receive this information (38 U.S.C. 1615). Your response are confidential (38 U.S.C. 5305). Any information provided by applicants may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to determine your eligibility for VA work-study benefits. Title 38 United States Code allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete the form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet page at www.omb.gov/privacy/foia/VA_SPA.html#VA. If desired, you can call 1-800-GO-BELL-1 (1-800-442-4551) to get information on where to send comments or suggestions about this information collection.

Sample copy of the
VA Form 22-8691

Application for work-study
allowance form

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?)*

[Empty lines for description]

Supervisor Signature: Date:

Email a completed Application (VA Form 22-8881) Return to WKSTRN.VBA8TL@VA.GOV

Sample copy of the
Position / Job Description
Form found in the work-
study supervisor's
handbook

What happens after VA receives the application and Job Description?

Once VA receives the student's Work-Study application and the Job Description, the forms are reviewed for accuracy. If all documentation is complete and eligibility is confirmed, the Work-Study application is processed.

Upon approval of the Work-Study application, VA will initiate a Work-Study contract, VA Form 22-8692, STUDENT WORK-STUDY AGREEMENT (STUDENT SERVICES) to the work site. This contract will be signed by the VA Education Officer and will clearly state the maximum number of hours the student may work and the time frame in which the hours must be worked.

What happens after VA receives the application and Job Description? (continued)

- ❖ For example: “I, WORK-STUDY STUDENT, agree to perform 240 hours of service for the Department of Veterans Affairs (VA) during the period starting on or about 10/15/2014 and ending no later than 12/15/2014.
- VA will fax/email the contract to the Work-Study site supervisor. The student must also sign the contract. The site supervisor should obtain the Work-Study student’s signature. The student-signed contract should be returned (preferably by email) to VA Work Study for completion.
- Upon receipt of the student-signed contract, VA will generate and fax/email to the site supervisor a “TIME RECORD (WORK-STUDY PROGRAM), VA Form 22-8690.”

What happens after VA receives the application and Job Description? (continued)

IMPORTANT

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE CONTRACT IS SIGNED BY THE STUDENT AND RETURNED VIA EMAIL TO VA.

HOURS WORKED PRIOR TO RECEIPT OF THE STUDENT-SIGNED CONTRACT WILL NOT BE PAID.

- All Work-Study documents, including applications and time sheets, are processed in order of receipt.
- If the application is denied, a letter explaining details of the denial will be sent to the student and/or the site supervisor.

Earning Potential

- Hourly wage equal to the Federal minimum wage or your State minimum wage, whichever is greater. If a work-study job at a college or university, the school may pay the difference between the amount VA pays and the amount the school normally pays other work-study students doing the same job.
- Work Study may be paid in advance for 40% of the number of hours in the work-study agreement, or for 50 hours, whichever is less. After completion of the hours covered by the first payment, VA will submit payment to Treasury each time the Work Study completes 50 hours of service OR bi-weekly, whichever comes first (based on approved time sheet submissions).

How many hours can the student work?

- Generally, the student will work during their dates of enrollment, however, in some cases, it may be possible for the student to work up to 30 days before the actual start of classes.
- Work Study may work during or between periods of enrollment. Arrangements may be made with VA to work any number of hours you want during your enrollment (based on school schedule). However, the total number of hours worked may not be more than 25 times the number of weeks in your enrollment period.
- If the student is enrolled in a program of education that spans an entire calendar year, the maximum number of hours of Work-Study service is limited to 1,300 hours in any 12-month period.

How are Work-Study payments made?

- Once the emailed TIME RECORD is received, calculated hours are confirmed. If mathematical errors are found, the time sheet will be faxed back to the site supervisor for correction. **VA cannot make timecard corrections.**
- All Work-Study documents, including applications and time sheets, are processed in order of receipt. VA strives to process all claims as quickly as possible. Actual processing timeframes will vary depending upon current workload. (Peak periods of enrollment)
- VA enters the student's hours worked and amount to be paid into the payment systems and electronically transmits the data to the Department of the Treasury.
- Once the pay information is received by Treasury, the Work-Study student can generally expect a direct deposit within about 5 to 7 business days. The direct deposit will be sent to the same account as other VA education benefits.

What are the responsibilities of a Work-Study site supervisor?

- Read and understand the Work-Study Allowance Program Supervisor Handbook
- Provide direct supervision to VA Work-Study students. Students are to have a supervisor with them at all times.
- Ensure the Work-Study student is trained to perform the duties as stated in the approved Job Description
- Ensure the Work-Study student does not begin working prior to the assigned start date as shown in the first paragraph of the contract and/or item 4A of the TIME RECORD
- Maintain the Work-Study student's time record
- Initial the TIME RECORD as new entries are recorded, confirming cumulative total hours worked in 15 minute increments (i.e. .25 for 15 minutes; .50 for 30 minutes and .75 for 45 minutes)

What are the responsibilities of a Work-Study site supervisor? (continued)

- Ensure the Work-Study student does not work more than the maximum number of hours allowed on the contract as shown in the first paragraph of the contract and/or item 5 of the TIME RECORD
- Ensure the Work-Study student does not work past the end date of the contract as shown in the first paragraph of the contract and/or item 4B of the TIME RECORD
- Ensure all correspondence is printed in dark ink and legible
- Email TIME RECORD to VA for payment

*If the emailed TIME RECORD will be the last submission for the Work-Study student because the maximum numbers of hours have been worked or student will not be returning for any other reason, write, “**FINAL**” on the TIME RECORD.*

What are the responsibilities of a Work-Study site supervisor? (continued)

- Maintain Work-Study files for 3 years following the last date worked
- Report Work-Study student's address change to VA

Site supervisors may wish to consider developing their own written “agreement” to be reviewed with and signed by the Work-Study student. This agreement could outline your site's expectations of the Work-Study student. Examples of site agreements are included.

Sample Work-Study Student and Work Site Agreement “A”

AS A VA WORK-STUDY STUDENT, I UNDERSTAND THE FOLLOWING:

1. I must be receiving VA educational benefits as a $\frac{3}{4}$ time student or greater. If I drop a class and fall below the $\frac{3}{4}$ time rate, I will immediately notify VA and my site supervisor. Failure to do so may result in an overpayment of benefits which I may be responsible to repay.
2. I cannot begin working until I sign the agreement contract for the current term. I can work only within the contract dates. I cannot work more hours than allowed in the contract.
3. I understand that my Work-Study check will be mailed to the address on the contract unless I have established direct deposit. I agree to notify the VA and the Work-Study site supervisor if my address changes.
4. I must update my time record each day I work. I will ensure my supervisor initials my time record that same day.
5. I must submit my time card in no less than 50 hour increments.
6. If I have any questions concerning my Work-Study contract or Work-Study payment, I will contact my site supervisor or I will call the VA at 1-888-442-4551.

Work-Study Student

Date

Work-Study Site Supervisor

Date

Sample Work-Study Student and Work Site Agreement “B”

REMINDER FOR VA WORK-STUDY STUDENTS

NEW HOURS OR ADVANCE PAY WILL NOT BE PAID UNTIL THE SIGNED WORK-STUDY AGREEMENT (CONTRACT) IS RECEIVED IN THIS OFFICE.

Be sure to read, understand the terms, and sign the VA Work-Study Contract and initial the following as it applies:

_____ 1. If I apply for and receive an advance pay, I must work a total of 100 hours before an additional payment will be processed.

_____ 2. When my supervisor submits a time record on my behalf, it will be processed as quickly as possible. If I have a question on my payment, I will call the VA at 1-888-442-4551.

_____ 3. I have received and signed a copy of my VA Work-Study contract.

_____ 4. Payments will not be processed for hours worked before the start of the contract or after the ending date of the contract.

_____ 5. Payments will not be processed for hours that exceed the number of authorized hours as shown on the time record.

_____ 6. Extended Contract: If I choose to continue in the Work-Study Allowance Program, I must submit a new VA Work-Study Application to my supervisor, prior to the end of my current contract.

_____ 7. When I reduce my training to less than $\frac{3}{4}$ time or terminate my training, I will notify the VA and my Work-Study site supervisor.

_____ 8. All concerns regarding Work-Study issues will be addressed to (name of site supervisor).

I have read and understand my duties and responsibilities as a Work-Study student.

Work-Study Student

Date

Work-Study Site Supervisor

Date

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 Applications, timesheets, and signed contracts to:

WKSRTN.VBASTL@VA.GOV

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

Questions

