



Work Study Allowance Program

Briefed by: Nick Anderson, VP of
Training

Date: October 21, 2025

Overview

Work Study is a Veterans Administration (VA) tax exempt education benefit paid to students for performing VA-related activities at an approved Work Study site.



Learning Objectives

Know work site and site supervisor responsibilities

Identify the criteria used to select

students Understand Work Study

contracts

Identify the requirements for

payments Supervising students

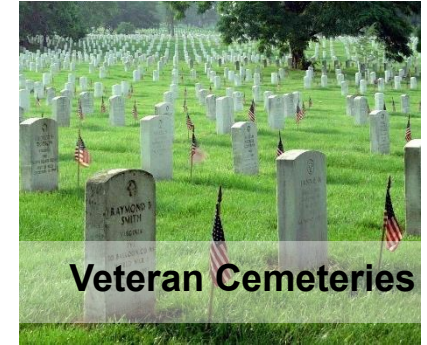


Work Site Qualifica tions

- Approved Work Sites
- Work Assignments/Duties
- Site Supervisors



Approved Work Sites



Work Assignments for

- Preparation and processing of necessary Veteran related papers and other documents at educational institutions, and the gathering of information to fulfill reporting requirements.
- Assisting with dissemination of general information regarding Veteran benefits and/or services and providing assistance to individuals in obtaining these benefits.
- Aiding Veteran students with general inquiries about Veteran benefits via phone, email, or in person.
- Maintaining and organizing Veteran related files.
- Outreach activities which involve the distribution of information about VA benefits to VA beneficiaries or potential beneficiaries and providing assistance to them in obtaining these benefits; distributing information about other governmental programs beneficial to VA beneficiaries or potential VA beneficiaries



Responsibilities

Submit a Work Site Application and position description to Work Study every year

1

Provide direct supervision and training

2

Ensure only approved tasks are performed

3

Ensure approved hours are worked

4

Ensure the student works only at the approved work site

5

Review and maintain all correspondence from VA Work Study

6

Maintain records

7

Read the Site Supervisor Handbook

8

Submit a Site Supervisor Update Form when needed

9

Student Qualifica tions

- Approved Education
Benefit Programs
- Enrollment Requirements
- Selection Criterion



Enrollment

- Be receiving an approved VA Education benefit
- Enrolled in an approved degree, vocational or professional program
- Attending at a rate of $\frac{3}{4}$ time or higher or 75% ROP for Ch33 participants
- Work at an approved work site



Selection



Service-connected



disability Financial need



Availability of



transportation Motivation



No conflict with disability

Work Study Contract

- Agreement Process
- Approval Process
- Hours of Service
- Contract Extensions
- Zero Hour Extension



Agreement

The approved work site finds a student; or a student finds a work site willing to bring them on.



The student completes the Application for Work Study Allowance (VA Form 22-8691)



The work site will send the completed student application to Work Study (WS).



Work Study will review the application and if approved, send the Time Record (VA Form 22-8690), and Student WS Agreement (VA Form 22-8692).



The site supervisor will obtain the student's signature on the Student WS Agreement and return it to Work Study.



The site supervisor will send completed Time Records and future contract requests to Work Study.

Approval



If Approved:

- Contract and time record sent to site supervisor
- Time frame and number of approved hours
- Students may not begin working prior to VA approving the contract

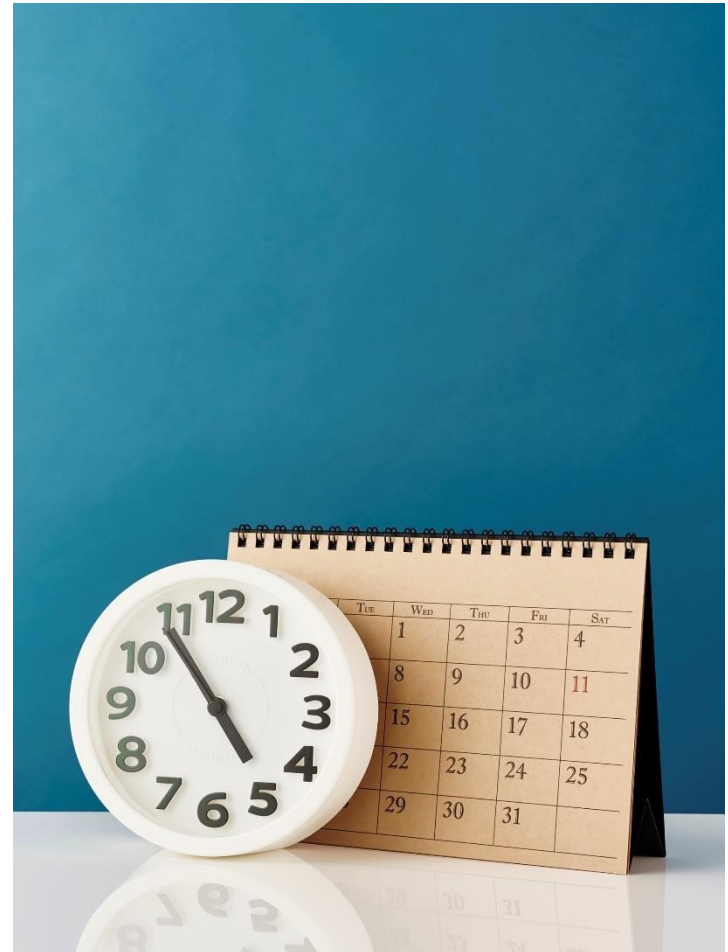


If Denied:

- Denial letter sent to student
- Courtesy email sent to site supervisor

Hours of Service

- 25 hours per week, prorated for partial weeks
- Can be up to one (1) year or 1300 hours
- Not limited to number of hours in a day or week
- Not eligible for overtime pay
- Covered under Worker's Compensation laws



Contract Extensions

- A continuation of the original agreement
- A contract extension can begin up to 30 days before the next term begins
- All hours from previous contract not worked by the **END DATE** are forfeited
- Contract extensions requests can be submitted through the GI Bill ® Ask VA site
- Must be approved by VA



Zero Hour

Used at the end of a contract

Not to be used when out of hours on previous contract

Additional timeframe to work hours from previous contract

Zero hour extension requests can be submitted through the GI Bill ® Ask VA site

Does not exceed 30 days from END DATE of previous contract

Must be approved by VA



Work Study Paymen



- ts Time Records
- Payment Parameters
- Advanced Payment
- Change in Enrollment Status

Time Records

Site Supervisor
submits student Time
Records on VA Form
22-8690

Time records are
processed in order
of receipt

Hours should be kept
cumulative, initialed,
signed, and filled out
before starting a new
Time Record

Zero-hour time
records must
continue with
cumulative hours
from previous
time records

Payment Parameters

01 Paid in 50-hour increments over 10 weeks

04 VA will not process and pay "Future Dates"

02 Paid the higher of either the state or federal minimum wage

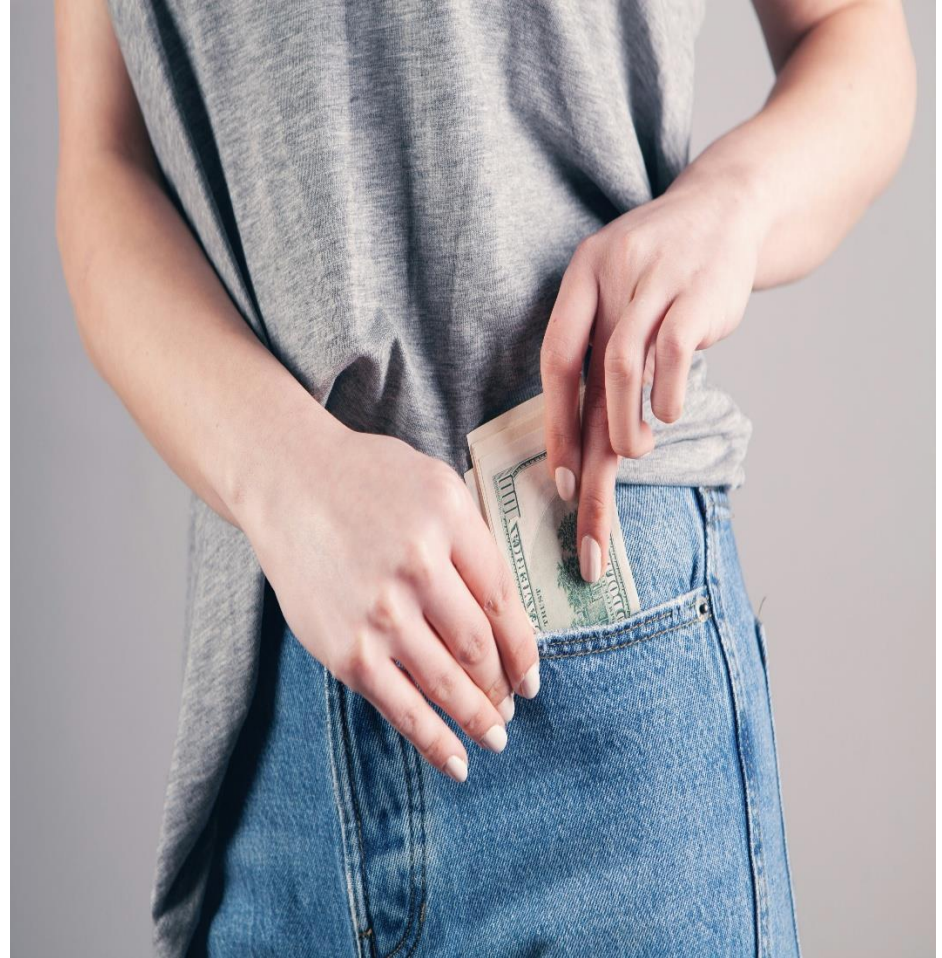
05 Email notification sent to the site supervisor once payment is processed

03 Hours worked on or after effective date of Department of Labor new rates will be paid at the higher rate

06 The student can expect payment 3-5 business days after time record processed

Advanced Payment

- Students may elect to be paid in advance for 50 hours in their Work Study agreement
- Advanced payment is recouped from the first regular payment
- Students must fulfill their requirement within 60 days of starting their contract
- Advance payment and time records cannot be processed until the signed contract is received



Change in Enrollment



Reduction

In most instances, VA allows the student to continue/finish

If the pattern continues, VA will notify site and student

Termination

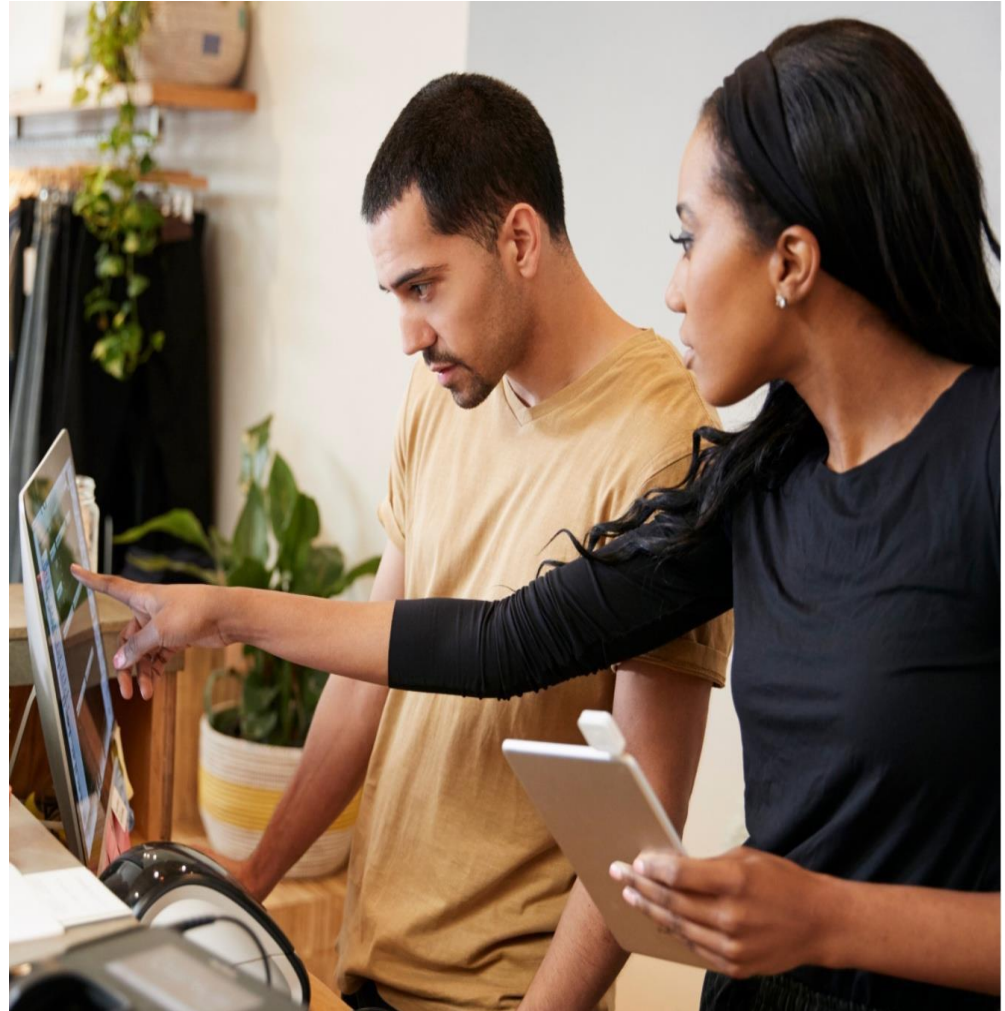


Contract stopped at the end of the month of withdrawal

If advancement received, the student is allowed to work until it's paid

Supervising Student

- Tracking
- Performance/Conduct



Tracki

QUESTION:

How should a work site track its Work Study students.

ANSWER:

There's no one answer for this. It depends on the work site.



Example 1: Tracking

WS Student	Type	Document's Time Period	AVA Inquiry	Submitted By	Submission Date	Inquiry Resolved	Further Action Needed	Notes
B Wayne	Time Record	8/10/23 to 8/24/23	A-20230825-1234567	John Doe	08/25/2023	Y	N	
D Prince	Contract	9/01/2023 to 11/3/23	A-20230830-1234567	Jane Doe	08/30/2023	Y	N	
D Prince	Signed Contract	9/01/2023 to 11/3/23	A-20230906-1234567	Jane Doe	09/06/2023	Y	Y	Student needs to sign the SC.
C Kent	Time Record	9/01/2023 to 9/18/23	A-20230918-1234567	Jane Doe	09/18/2023	N	N	
B Wayne	Time Record	8/30/23 to 9/20/23	A-20230921-1234567	John Doe	09/21/2023	Y	N	
B Wayne	Time Record	9/23/23 to 10/1/23	A-20231002-1234567	John Doe	10/02/2023	Y	Y	Returned for non-cumulative hours on TC.
C Kent	Zero Hour Extension	12/01/2023	A-20231016-1234567	Jane Doe	10/16/2023	N		
D Prince	Contract	9/01/2023 to 11/3/23	A-20231016-1234568	Jane Doe	10/16/2023	N		Resubmit signed SC.



Performance/Co

QUESTION:

What if a student is having performance or conduct issues?

ANSWER:

A work site needs to have parameters in place to properly address conduct or performance issues. The frequency and severity of the issue should be taken into account when addressing such issues.



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Common Questions



Common

QUESTIONS:

Can a Work Study student do homework or study while working?

Can a Work Study student be paid to travel to and from the work site, from one location to another on campus, or to an outreach event?

ANSWER:

No, Work Study students working at an educational facility can perform the following tasks- Preparation and processing of necessary Veteran related papers and other documents at

educational institutions, and the gathering of information to fulfill reporting requirements. Assisting with dissemination of general information regarding Veteran benefits and/or services and providing assistance to individuals in obtaining these benefits.

Aiding Veteran students with general inquiries about Veteran benefits via phone, email, or in person.

Maintaining and organizing Veteran related files.

Outreach activities which involve the distribution of information about VA benefits to VA beneficiaries or potential beneficiaries and providing assistance to them in obtaining these benefits; distributing information about other governmental programs beneficial to VA beneficiaries or potential VA beneficiaries.

Common Questions

QUESTION:

Are Work Study students able to work remotely?

ANSWER:

Yes, if the work site allows it. However, the work site still needs to adhere to the student selection criteria, provide direct supervision, and the student must still work only on approved tasks listed on the 22-10219/position description.



Common Questions

QUESTION:

Can the student be paid for the training they need to perform their job?

ANSWER:

Yes, Site supervisors are responsible for ensuring their students are trained to perform the tasks listed in their approved position description. Training for Work Study assignments should not exceed more than 20% of the authorized Work Study hours for the specified contract period. Training must be 100% related to their position as a Work Study student.



Common Questions

QUESTION:

Can a work site subsidize a student's wage?

ANSWER:

Yes, a student who receives Work Study allowance and is assigned by VA to perform Work Study services at a school, may be paid separately by the school at a rate reflecting the difference between the amount payable by VA and the amount which the school otherwise pays to non-VA Work Study students performing similar services.



Common Questions

QUESTION:

A Work Study student is applying for a loan and needs verification of employment. Can Work Study provide this?

ANSWER:

Work Study can provide a history of the payments the student has received. Furthermore, it's suggested the student also submit a copy of his or her current contract.



Common Questions

QUESTION:

My Work Study was injured on the job. What should I do?

ANSWER:

Document what took place. Workers' compensation claims need to be filed on a CA-1 via ECOMP on the DOL-OWCP website. Attach a copy of the most recent/current Work Study contract, any medical documents on behalf of the student, and the student's position description.

Site Supervisors may use the following email address when filling out the information on ECOMP: WORKERSCOMP.VBAVACO@va.gov



Common

QUESTION:

Can Work Study hours be paid for those students affected by an emergency situation?

ANSWER:

Work Study payments may be made under Public Law 117-333. In the case of someone who's in receipt of Work Study allowance as of the date on which an emergency situation occurs and who is unable to continue to perform the qualifying Work Study activities, Work Study may be paid during the period of such emergency situation. Work Study may be paid up to 4 consecutive weeks from the school close date due to the Emergency Situation; or, the end of the Work Study contract, whichever is earlier. In situations where the student has requested advanced payment, Work Study may also award those where applicable. The student may not be paid more than 25 hours per week during the period of an emergency situation. An emergency situation means a situation that the President declares is an emergency and the Secretary determines is an emergency for purposes of the laws administered by the Secretary.

If your student has met this criteria, then you may submit the student's Work Study approved Time Record, VAF 22-8692, with the following: the name of the declared emergency situation in field 8 "REMARKS"; the begin and end (if known) dates the student was affected in field 8 "REMARKS", and, field 7 "DATE"; and, enter the number of hours the student would have worked in field 7 "NO. OF HOURS". All other fields on the VAF 22-8690 must be filled in like normal (e.g. CUMULATIVE TO DATE, INITIALS, SUPERVISOR SIGNATURE).



Common Questions

QUESTION:

Can my work site manage the payment of all time records for it's students?

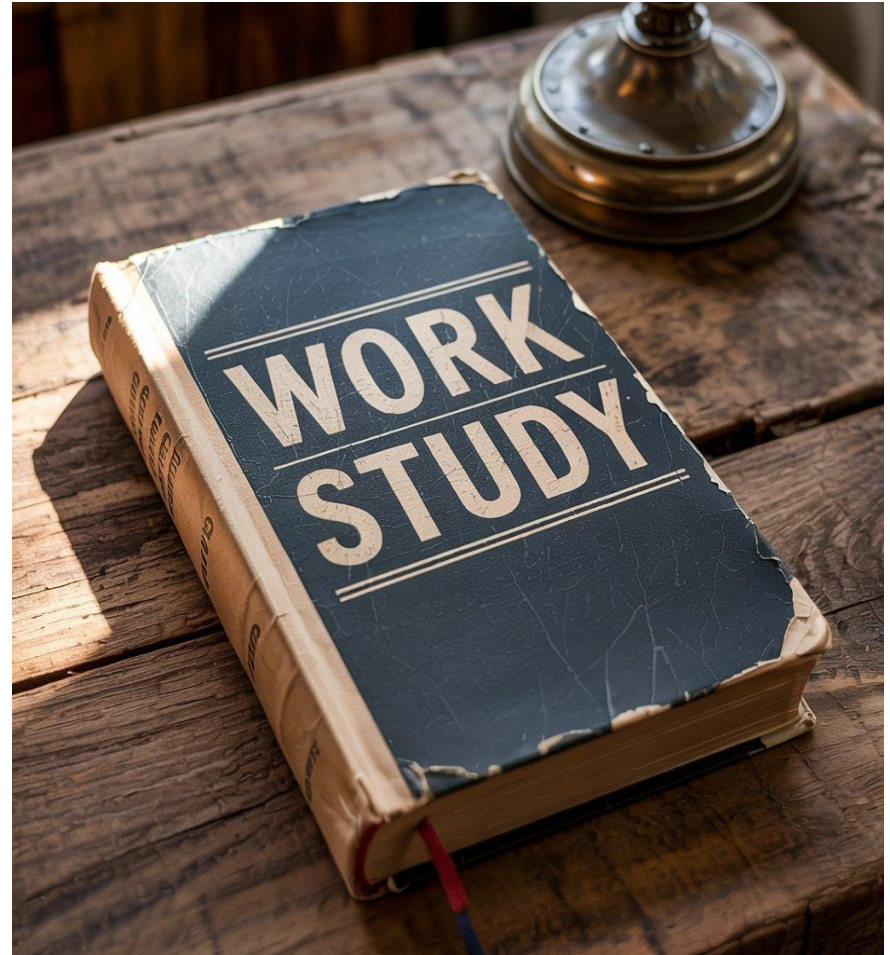
ANSWER:

There's a voluntary program that allows an educational facility to do this...



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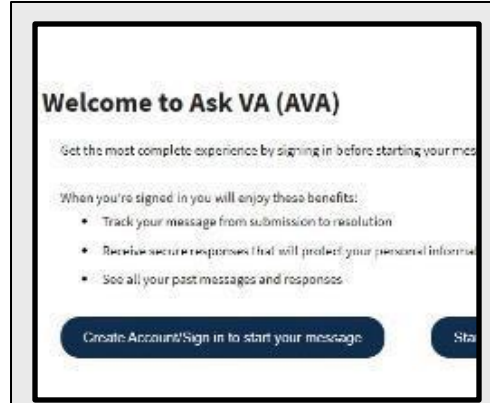
- [AskVA](#)
- **Work Study Site Supervisor**
phone number:
1-855-225-1159, option 2
- **Work Study students may**
call: 1-888-442-4551
- [Work Study Site Supervisor](#)
[Guidance](#)



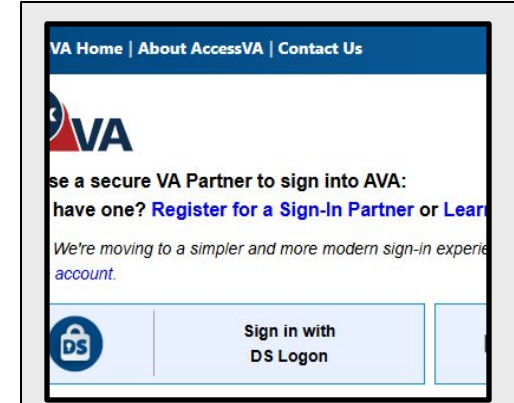
Submitting VA Work Study



Ask VA (AVA)



<https://ask.va.gov>



Choose a
Secure VA
Partner



Ask VA (AVA)

AskVA.gov > New Inquiry

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Tell us about your question

Which category best describes your question? **(*Required)**

Education benefits and work study

Which topic best describes your question? **(*Required)**

Work study

Which sub topic best describes your question? **(*Required)**

Application

Tell us the reason you're contacting us? **(*Required)**

Other

Are you currently an employee of the VA?

No Yes

I am a: **(*Required)**

Work Study Site Supervisor

School Facility Code

State of School

Oklahoma

How should we get in touch with you? **(*Required)**

Email

Subject **(*Required)**

Extension and zero hour extension request ACN XXXXXXXXXX

What is your Question? **(*Required)**

Requesting zero hour extension for John Vet ACN XXXXXXXXXX beginning XX/XX/XXXX to XX/XX/XXXX. Requesting extension for John Vet ACN XXXXXXXXXX beginning X/X/XXXX.

Next

AskVA.gov > New Inquiry

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Tell us about yourself

First Name **(*Required)**

Middle Name/Initial

Last Name **(*Required)**

Preferred Name

Pronouns I Use

Suffix

Daytime Phone **(*Required)**

Email Address **(*Required)**

Re-enter Email Address **(*Required)**

To update any of the required fields above, please choose 'Update My Profile' then save and return to this page

Previous Next Update My Profile

Attachments

less than a minute ago

Inquiry Attachment

22-10219 WS Work Site Application.pdf (1.06 MB)

Add Attachment

Previous Submit

3

Your inquiry has been submitted!

Thank you for submitting your Inquiry with the U.S. Department of Veteran Affairs. It is our commitment to provide an excellent customer service experience to all Veterans and members of our Veteran community. To all who have served or continue to serve, we thank you for your service.

Your Inquiry **A-20230523-866480** has been successfully submitted. Please refer to this ID in any future communications regarding your Inquiry.

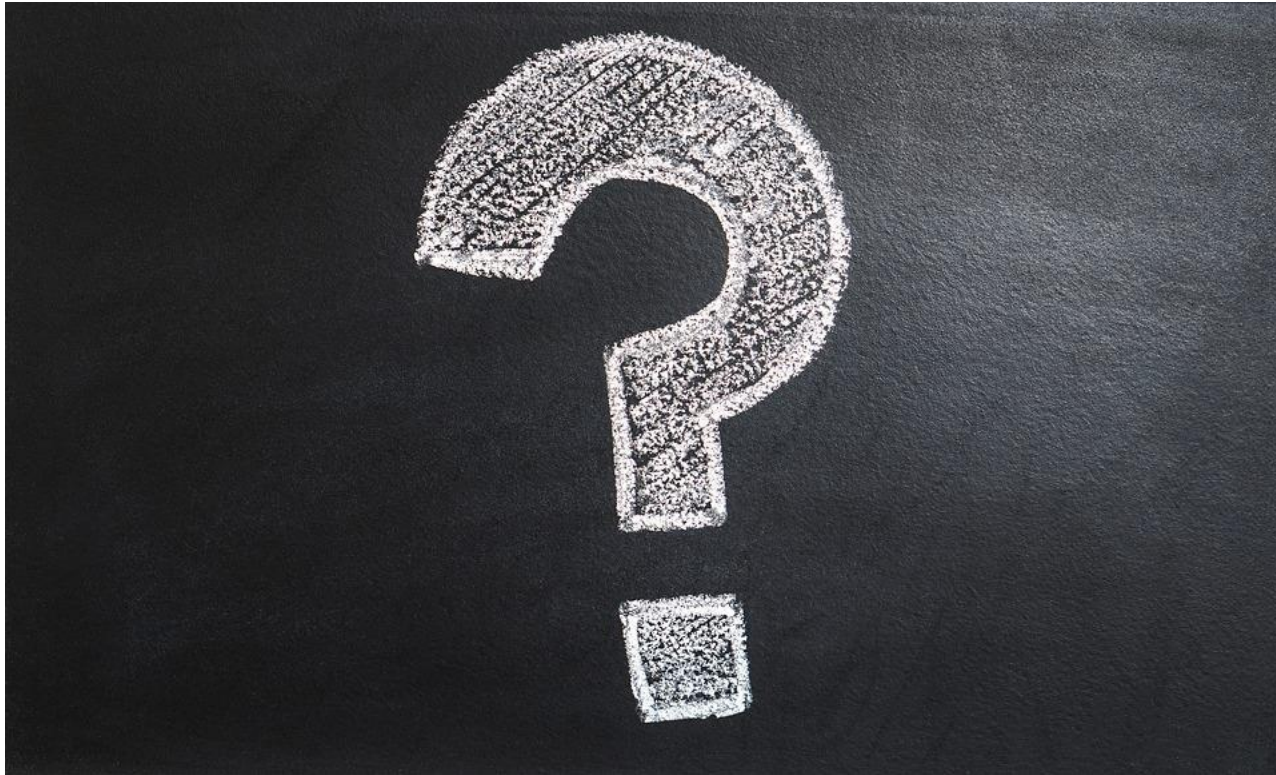
You will also receive an email confirmation for your records.

If you are in immediate danger, please call 911. Please do not use Ask VA Inquiry for urgent needs or medical emergencies.

For immediate help in dealing with a suicidal crisis, please call 988 and Press 1, chat online at VeteransCrisisLine.net/Chat, or text 838255.



Questions?



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