

Department of Veterans Affairs

Work-Study Allowance Program



Site Supervisor Handbook

Muskogee RPO

February 2015

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***** IMPORTANT *****

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE VA HAS APPROVED THE CONTRACT AND NOTIFIED THE SITE SUPERVISOR.

HOURS WORKED PRIOR TO THE APPROVAL DATE CANNOT BE PAID.

Work-Study Contact Information

Hours of Operation:

8:00 A.M. to 5:00 P.M. CST

Monday through Friday, excluding federal holidays

Email: workstudy.vbamus@va.gov (do not send emails directly to Work-Study personnel)

Fax: (918) 781-7868 or (918) 781-7785

Telephone Number: (918) 781-7878

This number is for Work-Study Site Supervisors only. Please do not give this number to students.

Mailing address:

Work-Study Department
Muskogee Regional Processing Office
125 South Main
Muskogee, OK 74401

Common Questions and Fast Facts

Applications

- Students may submit a VA Form 22-8691, *Application for Work-Study Allowance*, to apply for the benefit.
- Applications can be submitted within 45 days of the beginning of the student's next qualifying school term.
- Requests to extend contracts can be made through email or by the submission of another application. Zero-hour time extensions may also be requested using these methods or by telephone.
- Advance pay requests are made by the student on VA Form 22-8691, *Application for Work-Study Allowance*.

Time Cards

- Payments are usually received by the student within 3 – 5 business days for direct deposit once payment information has been sent to Treasury; 7 – 10 business days for mailed payments.
- Site supervisors are required to submit timecards on the student's behalf.
- VA Work-Study does not alter received timecards so if there is an error, the timecard will be returned to the site supervisor for correction.
- Work Study students may work more as many hours a day or any day of the week as long as they are properly supervised and it does not interfere with their school. Their hours must be managed accordingly as to not run out of hours.

Contracts

- Contract hours are based on qualifying term dates and the date of claim, at 25 hours per week prorated for partial weeks.
- Contract dates are determined by qualifying term dates and the date of claim.
- Work-Study contracts may be written for more than one qualifying term, up to one year or a maximum of 1300 hours.
- Students **MAY NOT** begin working before VA Work-Study approves their contract or extension.

Miscellaneous

- To apply for worksite approval or to increase the man-hours approved at a worksite, submit a new Worksite Application/Position form for review and approval by a VA Work-Study Coordinator.
- Students who are unsuccessful in completing the required hours to satisfy an advanced payment may be assigned a debt for the balance.
- Students who reduce their enrollment to below the required $\frac{3}{4}$ training time may be allowed to continue working in certain cases. Once notified, VA Work-Study will make that determination.
- Students wishing to change worksites after their contracts are approved need to contact VA Work-Study to provide us with the new information or to request a list of approved worksites to contact for openings.
- Work-Study duties are determined by the approved position description and can vary from worksite to worksite.
- Work-Study students are strictly prohibited from operating any type of a motorized vehicle in the performance of their Work-Study duties.
- Educational institutions may subsidize the wages of students participating in the VA Work-Study Allowance Program. VA Work-Study students 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.
- Work-Study documents, including applications, time records, and contracts, are processed by VA in order of receipt. VA makes every effort to process all documents as quickly as possible. However, actual processing times may vary depending on current workload.
- Students may verify their enrollment has been received by VA Education by calling the VA Education Call Center at 1-888-442-4551. Chapter 31 – Voc-Rehab students may contact their Voc-Rehab counselor.
- Designated site supervisors are responsible for ensuring Work-Study students are supervised at all times by a full-time paid employee of the worksite.

VA Work-Study Allowance Program

VA Work-Study Allowance Program Overview

The Work-Study Allowance Program offers an additional non-taxable allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue and accomplish educational goals.

Work-Study students earn an hourly wage equal to the federal minimum wage, or the state minimum wage, whichever is greater.

Program Eligibility

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

- Title 38, U.S.C., Chapter 30: The Montgomery GI Bill
- Title 38, U.S.C., Chapter 31: Vocational Rehabilitation
- Title 38, U.S.C., Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program
- Title 38, U.S.C., Chapter 33: The Post-9/11 GI Bill / Fry Scholarship
- Title 38, U.S.C., Chapter 35: Dependents' Educational Assistance Program
- Title 10, U.S.C., Chapter 1606: The Montgomery GI Bill – Selected Reserve
- Title 10, U.S.C., Chapter 1607: The Reserve Educational Assistance Program

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.

NOTE: Neither federal employees nor students receiving VA education benefits, while participating in an internship program at a VA facility, are eligible to participate in the Work-Study Allowance Program simultaneously at a VA facility.

Worksite Approval

Work-Study sites include, but are not limited to VA Regional Offices, VA Medical Centers, Educational Institutions, National Cemeteries, other VA Facilities, non-VA

Facilities, State Approving Agencies, and Vet Success Centers (as established under 20 U.S.C. 1161t).

Worksite Approval Requests

Potential Site Supervisors must complete both pages of the “[Department of Veterans Affairs Work-Study work site application/position description](#)” form found in this handbook, and submit the form to the VA Work-Study Department via Email or fax for evaluation. Once the position description is approved, the Site Supervisor is notified and students can begin requesting placement at that site. If the position description is disapproved, a denial letter will be sent to the site.

Allowable Work-Study Student Duties per Worksite Type

Work-Study students must only be assigned tasks that require **100% performance of VA-related activities**. Under no circumstances should a site supervisor allow students to do homework or study during their assigned Work-Study time.

Work-Study students are assigned to a specific work site and cannot perform work at any other location. **Assigning Work-Study students to other locations is cause for withdrawal of the work site.**

VA Facilities: There is no limitation as to the VA-related duties for Work-Study students at any VA facility, including, but not limited to Department of Veterans Affairs Regional Offices, national cemeteries, VA medical centers, and VA clinics. 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: Any veterans-related position in an institution of higher learning, including Vet Success Centers (as established under 20 U.S.C. 1161t). The position description must clearly specify the nature of acceptable veteran-related activities to be performed. Acceptable activities include, but are not limited to: assisting with dissemination of general information regarding veteran benefits and/or services, providing assistance to veteran students with general inquiries about veteran benefits via phone, email, or in person, maintaining and organizing veteran-related files.

Department of Defense (DOD), Coast Guard or National Guard Facilities: Only those Work-Study students receiving educational assistance under Chapter’s 1606 and 1607 may participate in the Work-Study Allowance Program at these facilities. The student can perform activities relating to administering Chapter’s 1606 or 1607 education benefits. The Work-Study student must be supervised by a DoD, Coast Guard, or National Guard official. The position 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 may assist with general office duties that directly relate to or impact veteran students. Such duties should be necessary to ensure the success of veterans achieving educational and career goals.

Providing Transportation and the Use of Motorized Vehicles

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 worksite is not covered under the Work-Study agreement.

Applying for the Work-Study Allowance Program

1. Student should contact an approved worksite and determine if an available Work-Study opportunity exists.
2. The Work-Study Site Supervisor at the worksite must be willing to hire and supervise the student.
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 is included in this handbook or can be found at <http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>. **Be sure to include the work site name and address, along with the name of the Site Supervisor, in field 11 “Work Site Preference”.** It is preferred is you use the worksite name we have given you for clarification. This worksite name is located on any time record you have already received (field 6A).
4. Send the completed student application to the VA Work-Study Department via email completed documents to workstudy.vbamus@va.gov or fax to 918-781-7868 or 918-781-7785.

Students needing assistance locating an approved worksite may call the VA at 1-918-781-7878 Monday through Friday from 8:00 A.M. to 5:00 P.M. CST.

Application Processing

Once VA receives the student's Work-Study application, the form is 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, "Work-Study Agreement (Student Services)" and a time record, VA Form 22-8690, "Time Record (Work-Study Program)". The 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.

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 email the contract and time record to the Work-Study Site Supervisor. The Site Supervisor should then obtain the Work-Study student's signature on the contract. The student-signed contract should be returned to VA for completion via either email or fax.

Upon receipt of the student's signed contract, VA will record the receipt of the signed contract and retain it in the student's record.

***** IMPORTANT *****

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE VA HAS APPROVED THE CONTRACT AND NOTIFIED THE SITE SUPERVISOR.

HOURS WORKED PRIOR TO THE APPROVAL DATE CANNOT BE PAID.

All Work-Study documents, including applications and time records, are processed in order of receipt.

If the application is denied, a letter explaining details of the denial will be sent to the student. A courtesy email may be sent to the Site Supervisor.

If we deny an application, then the **supervisor** needs to reapply or contact us to check on the status. We do not monitor denied applications.

Approvable Contract Hours

Approved contract hours are based on the student's qualifying enrollment at 25 hours per week, prorated for partial weeks, with consideration given as to when we received the application. 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 as long as they have signed a contract. A student is not limited to working 8 hours per day or 40 hours per week, but is limited by their school schedule, the hours of operation at their work site, and the number of hours approved on their Work-Study contract. We strongly caution students to budget these hours wisely.

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.

Work-Study Payments

After sending the signed contract to Work-Study, the Site Supervisor will email or fax the Work-Study student's time record to VA Work-Study to report hours worked either 1) when the claimant completes 50 hours of service, or 2) every two weeks, whichever comes first. Hours to be paid should be kept cumulative on the time record for the entire contract or extension. Time records can also be sent on a monthly basis if the student fails to accumulate 50 hours of work within the month. For example, the Site Supervisor will submit the time record at the end of the student's first 50 hours worked, then at the end of 100 hours, 150 hours, and so on. The final time record may be for less than 50 hours if less than 50 hours remain to complete the contract, or if the Work-Study contract is terminated before completion of all hours. **No fax cover sheet** is needed unless special instructions are required. The fax numbers provided are used exclusively by the Work-Study team.

Once the time record is received (faxed or emailed), it is reviewed for legible entries, cumulative hours, student and Site Supervisor initials, Site Supervisor signature, approved dates/hours that are being reported, and the calculation of cumulative hours. If errors are found, the time record will be returned (or emailed) to the Site Supervisor for correction. VA cannot make time record corrections. Please note: amended or created time records cannot be accepted. All hours are to be reported on the original time record created by Work-Study. Additional copies of time records can be requested if needed. Be sure to submit all copies of time record pertinent for the pay period in question.

All Work-Study documents, including applications and time records, 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.

VA enters the hours worked and amount to be paid into the payment system and VA Finance electronically transmits the data to the Department of the Treasury.

Once Treasury receives the pay information, the Work-Study student can generally expect a direct deposit within about 3 to 5 business days. The direct deposit will be sent to the same account as their other VA education benefits.

NOTE: Direct Deposit for Work-Study payments is not available for ch35 claimants.

If the student does not have direct deposit established, a paper check will be issued. Paper checks are generally received in about 7 to 10 business days after the payment information is sent to Treasury. It is critical a student's address be kept current. Any address changes must be reported to VA as soon as possible.

Advance Payments

Work-Study students may elect to be paid in advance for 40% of the number of hours in their Work-Study agreement, or 50 hours, whichever is less. The advance payment is recouped from the first regular Work-Study payment. Work-study students must fulfill their 50 hours advance payment requirement within 60 days of starting their contract. If the Work-Study student requests advance payment and is presently working under an existing contract, the current contract must be closed and a new contract opened. The final time record for the current contract should be accompanied by a new application for the new contract. Advance pay cannot be issued on an extended contract. A new contract is required.

Site Supervisor Responsibilities

- Read and understand the Work-Study Allowance Program Supervisor Handbook
- Provide direct supervision to VA Work-Study students
- Ensure the Work-Study student is trained to perform the duties as stated in the approved Position 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 or before the contract is approved by the Work-Study Department, whichever is later.
- 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)
- 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 or fax time records to VA for payment
If the time record will be the last submission for the Work-Study student because the maximum number of hours has been worked, they worked on the last day of the contract, or student will not be returning for any other reason, write, “FINAL” on the time record
- Maintain Work-Study files for 3 years following the last date worked
- Report Work-Study student’s address change to VA immediately
- Ensure their Work-Study Position Description is kept current and is renewed each year on the appropriate form.

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 in this handbook.

Student Responsibilities

- Make sure the school has submitted the enrollment certification to the VA for the period they are requesting the Work-Study program.
- Make sure they submit the Work-Study application (VA Form 22-8691 – *Application For Work-Study Allowance*) up to 45 days prior to the start of their next term. They should not wait until the day they want to start to submit their application. It can take 7 to 14 business days to process an application.
- Make sure they are attending at least $\frac{3}{4}$ training time or more for the period they are requesting the Work-Study program.
- Make sure they list the approved work site on their application in field 11 “*Work Site Preference.*” If they do not know of a participating work site in their area, they may contact us at 1-918-781-7878 for assistance.
- Keep in contact with their work site so that they can sign their contract as soon as it is received by the work site.
- If they are requesting Advance Pay and have participated in Work-Study previously, they need to make sure their supervisor submits the final time record for the previous contract before submitting their new application.
- Know their contract. Know the dates approved and the hours approved, and never work outside of these parameters.

Injuries on the Job

Work-Study students performing duties at their assigned work site will be considered a VA employee for the purpose of receiving benefits under the provisions of (Compensation for Work Injuries) Chapter 81 of title 5, U.S.C. As such, they are entitled to compensation benefits due to personal injury sustained while in the performance of duty or compensation for employment-related disease.

A Work-Study student wishing to file a claim for Workers' Compensation must complete a Form CA 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. This form must be completed and returned to the VA within 30 days of the incident. If the Work-Study student is incapacitated, this action may be taken by someone acting on his/her behalf.

Please contact a VA Work-Study representative as soon as you are aware of the incident.

Need Help?

The Work-Study Department is available from 8:00 A.M. to 5:00 P.M. CST, Monday through Friday, excluding federal holidays.

Site Supervisors may utilize the Work-Study email to inquire about the processing status of Work-Study claims after a reasonable amount of time. Site Supervisors may also telephone the Work-Study team at 918-781-7878. **This number is for Site Supervisors only and should not be used or given out to Work-Study students.**

Work-Study students inquiring about their payments should call VA's toll-free education hotline, 1-888-442-4551, or submit a written inquiry through the Q&A feature of the GI Bill website, www.gibill.va.gov. The non-Chapter 35 students can also visit www.GIBILL.va.gov for a link to establish an eBenefits account, then they can call 1-800-827-1000 to establish the Premium account which will give them Internet access to their VA payment information including Work-Study payments.

Work-Study students inquiring on the status of their application or time record should contact the Site Supervisor who may contact VA, if needed.

***** IMPORTANT *****

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE VA HAS APPROVED THE CONTRACT AND NOTIFIED THE SITE SUPERVISOR.

HOURS WORKED PRIOR TO THE APPROVAL DATE CANNOT BE PAID.


Handbook Attachments

- [VA Form 22-8691, Application for Work-Study Allowance](#)
- [Department of Veterans Affairs Work-Study work site Application/Position Description](#)
- [VA Form 22-8690, Time Record \(Work-Study program\) example only](#)
- [Sample Work-Study Student and Work Site Agreement “A”](#)
- [Sample Work-Study Student and Work Site Agreement “B”](#)
- [Frequently Used Acronyms, Terms and Definitions](#)

Additional Resources

- GI Bill Web Site: www.gibill.va.gov
- Work-Study Program (GI Bill website):

https://gibill.custhelp.com/app/answers/detail/a_id/21/~/_/what-is-the-work-study-

 Department of Veterans Affairs																			
APPLICATION FOR WORK-STUDY ALLOWANCE (Under Chapters 30,31,32, or 35, Title 38, U.S.C.; Chapters 1606 and 1607, Title 10.; and section 903 of Public Law 96-342)																			
PART I - IDENTIFICATION INFORMATION																			
1. NAME OF APPLICANT (First, Middle, Last)																			
Email Address:																			
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 chapter 30 dependent's transfer 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																		
4A. TELEPHONE NUMBER (Include Area Code)	4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU DAYTIME _____ EVENING _____																		
5. EDUCATION BENEFIT RECEIVING																			
<input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 35 (Dependents Educational Assistance) <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Parent or Spouse Entitled to Chapter 30 Benefits) <input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve) <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program) <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																			
A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)																		
8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND																			
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 Earn?") <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"> <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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	MONDAY																		
	TUESDAY																		
	WEDNESDAY																		
	THURSDAY																		
	FRIDAY																		
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																		
<p>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 1.526 for routine uses as identified in VA's system of records, 58 VA 21/22, Compensation, Pension, Education and Rehabilitation Records - VA as published in the Federal Register at http://www.va.gov/privacy/system_of_records/58va21.asp. An example of a routine 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. 3485). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants may be subject to verification through computer matching programs with other agencies.</p> <p>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.whitehouse.gov/omb/library/OMB/INVA.EPA.htm#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this information collection.</p>																			

**DEPARTMENT OF VETERANS AFFAIRS
WORKSTUDY WORKSITE
APPLICATION/POSITION DESCRIPTION**

WORKSITE NAME: _____
WORKSITE ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
POINT OF CONTACT/SITE SUPERVISOR: _____
SUPERVISOR EMAIL: _____
PHONE NUMBER: _____ EXTENSION: _____
FAX NUMBER: _____
SECONDARY SITE SUPERVISOR: _____

TYPE OF FACILITY:
DOD FACILITY ; DOMICILIARY ; EDUCATIONAL INSTITUTION ;
NATIONAL CEMETERY ; STATE CEMETERY ; VA REGIONAL OFFICE ;
VA MEDICAL CENTER ; OTHER VA FACILITY ; NON-VA FACILITY ;
STATE APPROVING AGENCY ; VETSUCCESS CENTER

IF YOU ARE AN EDUCATIONAL FACILITY, HOW MANY STUDENTS ARE IN RECEIPT OF VA EDUCATION BENEFITS?
HOW MANY MAN HOURS ARE YOU REQUESTING PER ACADEMIC YEAR?

ADDITIONAL INFORMATION

SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY / MUSKOGEE RPO

DATE RECEIVED _____
REGIONAL OFFICE _____
APPROVED DISAPPROVED
MAN HOURS APPROVED _____
APPROVING W/S COORDINATOR _____ DATE APPROVED _____

Double click on the document above to open a fillable Adobe Reader version of the Work site Application/Position Description Form

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 record 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

Frequently Used Acronyms, Terms and Definitions

CERT – General term used for any VA certification

38 CFR – Code of Federal Regulations governing VA

Certifying Official or School Certifying Official –The person(s) designated to sign enrollment certifications and other documents relating to VA benefits

DD Form 214 - The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces

DD Form 2384 (Notice of Basic Eligibility or NOBE) – Form given to members of the Selected Reserve by their National Guard or Reserve unit confirming eligibility for Montgomery GI Bill – Selected Reserve benefits

Enrollment Period – The interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education

Entitlement - The number of months a student is eligible for VA education benefits

File Number – The number assigned by VA to identify a claimant's records. The Social Security Number (SSN) is the VA file number for most veterans.

VA-ONCE – Internet based application used to submit enrollment certifications and notices of change in student status to VA

Facility Code – Identifying number assigned to institutions approved to provide education or training to eligible veterans and dependents

IHL (Institution of Higher Learning) – A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree

Kicker (College Fund) – Additional money added to an individual's education fund by the Department of Defense to encourage enlistment or retention in the Armed Forces

NCD (Non-College Degree) – Any institutional vocational/educational training not leading to a standard college degree

SAA (State Approving Agency) – An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA

TIMS (The Image Management System) – The system by which all education paper documents are scanned into digital files

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