

Department of Veterans Affairs

Work-Study Allowance Program



Site Supervisor Handbook

Muskogee RPO

July 2019

Table of Contents

Contact Information	3
Common Questions and Fast Facts	4
VA Work-Study Allowance Program	7
Program Eligibility	7
Worksite Approval	8
Worksite Approval Request	8
Allowable Work-Study Student Duties per Worksite Type	8
Providing Transportation and the Use of Motorized Vehicles.....	9
Applying for the Work-Study Allowance Program.....	10
Advance Payments	11
Application Processing	11
Approval Contract Hours	12
Extensions	12
Work-Study Payments.....	13
Government vs State Wage Change	14
Work-Study Program for VA Debts.....	14
Site Supervisor Responsibilities	15
Student Responsibilities	16
Injuries on the Job	16
Need Help?	16
Handbook Attachments	17
Additional Resources	17

***** 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.

ONCE APPROVED, STUDENTS MUST WORK WITH IN THE APPROVED DATES AND HOURS ALLOTTED ON THE CONTRACT AND TIMECARDS.

Work-Study Contact Information

Hours of Operation:

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

Monday through Friday, excluding federal Holidays

Telephone Number: 1-855-225-1159, option #2. *This number is for Work-Study Site Supervisors ONLY. Please do not give this number to students. Work Study students must call 1-888-442-4551 to speak with an agent concerning their Work Study and/or Education benefits.*

Submitting Documents/Inquiries:

All Work-Study document submissions or requests must be made using the VA's GI Bill "Ask a Question" site:

https://gibill.custhelp.va.gov/app/utils/login_form

This site allows you to submit documents and ask questions in a more secure environment that better tracks your documents/inquiry submissions. Please see page 10 of this handbook for instructions when using the GI Bill Ask a Question site.

Common Questions and Fast Facts

Application

- To apply for benefits students must complete the VA Form 22-8691 and may provide it to the Work-Study Site Supervisor of desired location to be submitted on their behalf.
 - *This ensures that the site is correct and that the site has availability.*
- New Applications may be submitted up to 45 days before the student's qualifying school term. Please note, a new contract cannot be written more than 30 days before the student's qualifying school term; therefore, if Work Study receives an application more than 30 days before the qualifying school term, they will hold the application until approximately 30 days before the term begins and write the contract then. ****The student is not allowed to work before the VA Work-Study Department has approved their contract.***
- Contract Extension requests must be made through Ask a Question on the GI Bill Website or by phone no more than **45** days before the student's qualifying school term. Please do not submit extension requests on final timecards or signed contracts. ****The student is not allowed to work before the VA Work-Study Department has approved their contract.***
- Zero Hour Extension requests may be made through Ask a Question on the GI Bill Website or by phone within **15** days before END DATE of current contract. Please do not submit zero hour extension requests on final timecards or signed contracts. ****The student is not allowed to work before the VA Work-Study Department has approved their zero-hour request.***
- Advance Pay requests are made by the student on VA Form 22-8691.

Time Cards

- Work-Study Site Supervisors are required to submit VA Approved Time Cards through *Ask a Question* on the GI Bill Website, https://gibill.custhelp.va.gov/app/utills/login_form on the student's behalf.
- VA Work-Study will NOT accept altered timecards. If the timecard appears to be altered it will be returned to the Site Supervisor for corrections.
- 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. **(NOTE: Direct Deposit is now available for ALL benefits)**
- Payment rates are based off the Federal minimum wage or the State minimum wage (whichever is greater). This information is based from information given by the Department of Labor <https://www.dol.gov/whd/minwage/mw-consolidated.htm>
- If a state receives a rate increase during the students awarded contract VA will automatically pay the higher rate after the effective date of that increase.

- The VA Work-Study Department will not process any hours recorded on the Timecard for dates after the date the timecard is submitted for payment

Contracts

- Contract hours are based on qualifying enrollment dates and/or the date of claim (date submitted by Site Supervisor), at approximately 25 hours per week, prorated for partial weeks.
- Contract dates are determined by qualifying enrollment dates and the date of claim (date submitted by Site Supervisor).
- Work-Study contracts may be written for more than one qualifying term, up to one (1) year or a maximum of 1300 hours.
- Student's approved start date is the date the Site Supervisor is notified or contract start date whichever is later.

Miscellaneous

- To Apply for Work-Site approval or to increase the man-hours approved at a Work-Site, please submit a new Work-Site Application/Position form for review and approval by a VA Work-Site Coordinator.
- Work Study duties are determined by the approved position description and can vary from work-site to work-site.
- Designated Site Supervisors are responsible for ensuring Work-Study students are supervised at all times by a paid employee of the work-site.
- Students who reduce their enrollment below the required $\frac{3}{4}$ training time may be allowed to continue working to the end of the contract.
- Students who terminate or completely withdraw from their enrollment can only receive payment to the end of the month in which they withdrew. If the student fails to notify you (Site Supervisor) or the VA Work-Study Department and work beyond the end of month they withdraw, a debt will be created.
- Students who are unsuccessful in completing the required hours to satisfy an advanced payment may be assigned a debt for the balance.
- 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 the VA and the amount which the school otherwise pays to non-VA Work-Study students performing similar services.
- Students wishing to change work-sites after their contracts are approved need to have the new site submit a new application on their behalf with the new site's information.
- Students may contact our VA Education Call Center at 1-888-442-4551, to verify their enrollment has been received. They may also request a list of approved work-sites (in their

area) for availability. Chapter 31 – Voc-Rehab students may contact their Voc-Rehab Counselor.

- We highly encourage that Site Supervisors submit applications or extension request no less than 15 days before the date they wish the contract to begin.
- **Use of Motorized Vehicles:** Only VA facilities are approved to allow “driving” as an approved duty for work-study students. As such, activities performed under a work-study program can be any activity at a VA facility that is related to VA work. Such duties could include shuttling veterans to and from Doctor appointments. (Policy Advisory: August 3, 2017)

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.

The earnings the student receives under this program is not considered as income, and should not be mentioned as such. This is a form of supplement to the VA Education Benefits

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

Also, the student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of 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.**

Work-Site Approval

Work-Study sites include, but are not limited to DOD Facilities, VA Regional Offices, VA Medical Centers, Educational Institutions, National Cemeteries, State Cemeteries, Domiciliary Care Facilities, 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 Ask a Question on the GI Bill Website, https://gibill.custhelp.va.gov/app/utills/login_form. 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. **Mentoring and/or tutoring are NOT allowable duties at this type of worksite.**

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.

Public Law (PL) 114-315 was signed by President Obama on December 16, 2016. This law reinstates three qualified work study activities that were previously only approved through June 30, 2013. **The following positions are now approved beginning June 30, 2017:**

- National Cemetery or State Veteran's Cemetery: Work-study students may assist with the administration of national cemeteries or state veteran's cemeteries.
- Outreach Services Assisting SAA employees: Work-study students may also assist State Approving Agency (SAA) employees in performing outreach.
- Hospital and Domiciliary Care at State Home: Work-study students may assist with the provision of hospital and domiciliary care and medical treatment to veterans in a state facility when VA pays an allowance to the state for the veteran's care.

Providing Transportation and the Use of Motorized Vehicles

According to a Policy Advisory dated August 3, 2017, ONLY Work-Study students in a VA facility are approved to "drive" during the performance of Work-Study duties. VA facilities must be sure to incorporate this into their request for "approved duties" when completing or updating their site approval requests.

***** 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.

ONCE APPROVED, STUDENTS MUST WORK WITH IN THE APPROVED DATES AND HOURS ALLOTTED ON THE CONTRACT AND TIMECARDS.

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.* 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 that 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. The Site Supervisor may send the completed student application, as well as other Work Study documents, extension requests, and inquiries, to the VA Work Study Department via the VA’s GI Bill “Ask a Question” site. **This site allows you to submit documents** and ask questions in a more secure environment that better tracks your document/inquiry submissions.

To get started submitting documents through the GI Bill Ask a Question site, you will need to create an account by selecting the following

link: https://gibill.custhelp.va.gov/app/utils/login_form

If you are a Work-Study Site Supervisor, please follow the steps below to create an account:

- *Click on “Not registered yet? Sign Up”*
- *Enter the following:*
- *E-mail address – self explanatory*
- *Username – Unique to you (this is case sensitive please enter it the same every time.)*
- *Password – Make up a strong password – something you can remember, but not too easy*
- *Verify Password – Just type it again to make sure you have it right.*
- *First Name – self explanatory*
- *Last Name – self explanatory*
- *Street – Your facilities mailing address you have on file w/ Work Study*
- *City – City of your facility*
- *Zip/Postal Code: Your mailing zip code of your facility*
- *Country – Country in which you reside*
- *State of Residence – State in which your facility is located*
- *State of School – Same as above*
- *Payee – Will always be 00—this is for claimants who create their own account.*
- *SSN – leave it blank*
- *Home Phone – The phone number of the work-site.*
- *Click “Create Account”*

When submitting a document/inquiry please be sure to input Work Study in the subject line as well as what your submission is concerning so that we can identify these quickly (e.g. Work Study Extension Request; Work Study Timecard Submission; Work Study Application Submission; etc.). In the body of the message please be sure to enter the student's file number or agreement control number (do not include spaces or dashes as the system will mask the file number), as well as what you're requesting. Please be as specific as possible. In the "Category" drop down menu, select "Work Study" along with the appropriate type of submission (Ex. Application, Inquiries, Position Description, Time Cards, or Signed Contracts).

Please only send one incident per claimant; we cannot receive multiple claimant's information in the same incident due to privacy issues. Additionally, please do not update or reply to the same incident numbers. Instead, please submit a completely new incident per document submission or inquiry. Lastly, do not include any personally identifiable information such as the Claimant's full name or social security number in the subject line of your submission.

Students that need assistance locating an approved worksite may call the VA Education hotline at 1-888-442-4551 to have notification placed in students file requesting Active Site List for their location Monday through Friday from 7:00 A.M. to 6:00 P.M. CST.

Advance Payments

Work-Study students may elect to be paid in advance for 50 hours in their Work-Study agreement. **This advance payment will not be processed until the VA Work-Study Department has received the signed contract.** 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. Advanced pay cannot be issued on an extended contract. A new contract is required.

Application Processing

Once VA receives the student's Work-Study application, the form is reviewed for accuracy. The Work-Study application is processed if all documentation is complete and eligibility confirmed. An application is good for 1 year from the original start date. Once an application is processed, an Agreement Control Number is given with contract extension requests being approved by Work-Study as they're requested by the Site Supervisor.

Upon approval of the Work-Study application, VA will initiate a Work-Study contract. The VA Work-Study Coordinator will then send the Work-Study Site Supervisor the contract packet which will include the student Work-Study agreement VA Form 22-8692, a time card, VA Form 22-8690, and a Work-Site notification letter.

The student agreement form VA 22-8692 will be signed by the VA Education Officer and will clearly state the maximum number of hours the student may work and the timeframe in which the hours must be worked.

PLEASE DO NOT ALLOW STUDENTS TO WORK BEFORE YOU RECEIVE THE STUDENTS CONTRACT PACKET!

For example: *“I, **WORK-STUDY STUDENT**, agree to perform **382** hours of service for the Department of Veterans Affairs (VA) during the period starting on or about **01/29/2019** and ending no later than **05/15/2019**.”*

Once the contract packet has been received from the VA Work-Study Department, the Site Supervisor should then obtain the students signature on the agreement form and submit it back to the VA Work-Study Department via Ask a Question on the GI BILL Website.

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, a new request is required. We do not monitor denied applications.

Approvable Contract Hours

Approved contract hours are based on the student’s qualifying enrollment of approximately 25 hours per week, prorated for partial weeks, with consideration given as to when the application was received. 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 the VA Work-Study Department has received and approved the student Work-Study’s Application VA Form 22-8691.

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.

Contract Extension

The Contract Extension is an extension of the current contract to allot a new set of hours and timeframe to be worked. The contract extension may begin from the time the previous contract ends or 30 before the next term starts depending on the student’s enrollment being available to the VA Work-Study Department at the time the request is received. Once a Contract Extension is received and processed, all remaining hours from previous contracts not worked by the end date of said contract are forfeited and will not be paid out to the student. A contract extension request should be submitted no less than 15 business days before the end of current contract to be processed in a timely manner.

If approved and once processed, the VA Work-Study Coordinator will send the Work-Study Site Supervisor a new contract packet which will include the student work-study agreement VA Form 22-8692, time record VA Form 22-8690, and a work-site notification letter.

The student agreement VA Form 22-8692 will be signed by the VA Education Officer and will clearly state the maximum number of hours the student may work and the timeframe in which the hours must be worked.

For example: *“I, **WORK-STUDY STUDENT**, agree to perform 382 hours of service for the Department of Veterans Affairs (VA) during the period starting on or about 01/29/2019 and ending no later than 05/15/2019.*

Once the contract packet has been received from the VA Work-Study Department, the Site Supervisor should then obtain the students signature on the VA Form 22-8692 and submit it back to the VA Work-Study Department via Ask a Question on the GI BILL Website, https://gibill.custhelp.va.gov/app/utills/login_form .

***** 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.

**ONCE APPROVED, STUDENTS MUST WORK WITH IN THE APPROVED DATES
AND HOURS ALLOTTED ON THE CONTRACT AND TIMECARDS.**

Zero Hour Extension

Zero Hour Extension is an extension used at the end of a contract. This extension is to provide the student with additional time to work any remaining hours from the previous contract. It does not exceed 30 days from end date of previous contract, and the student is not to exceed the total allotted hours of previous contract.

If approved and once processed, the VA Work-Study Coordinator will send the Work-Study Site Supervisor a new time record. The student will be required to continue keeping cumulative hours from previous time record.

Work-Study Payments

After the Site Supervisor has obtained and submitted the students signed VA Form 22-8692, the Site Supervisor will then be able to submit the student’s time record via the Ask a Question site. Site Supervisors should report hours worked either; 1) when the student completes 50 hours of

service, or 2) every two weeks, whichever comes first. Time records may also be sent in on a monthly basis if the student wishes to receive payment monthly vs.biweekly.

Once the time record is received, 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 to the Site Supervisor for correction. VA cannot make time record corrections.

Any corrections made on the time record must have a line crossing out the mistake and the correction done on the next available line.

Please note: amended or created time records will not 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

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. The students payment will be sent to the same account as their other VA education benefits. If the student does not have direct deposit established, a paper check will be issued. **It is critical a student's address be kept current. Any address changes must be reported to VA as soon as possible.**

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.

Government vs State Wages

According to the United States Department of Labor Website, located online at <https://www.dol.gov/whd/minwage/mw-consolidated.htm>

“Federal minimum wage law supersedes state minimum wage laws where the federal minimum wage is greater than the state minimum wage. In those states where the state minimum wage is greater than the federal minimum wage, the state minimum wage prevails.”

VA Work-Study payment rates are based on the Federal minimum wage or the State minimum wage (whichever is greater) of work-site location. This information is based on information provided by the Department of Labor. At the first of every month the VA Work-Study Department reviews this website and make any updates to our system as needed.

Once a new rate has taken effect, according to the Department of Labor, any hours worked on or after the effective date will be paid at the higher rate, even though the contract was written for a lower rate.

Work-Study Program for VA Education Debts

The Work-Study Allowance Program may also be used to repay an education debt to the government. This option, is administered similarly to that of a student with no debt. With some limitations per VA Work-Study Policy Pt.1 Ch 9 Appendix A:

- The Claimant cannot receive advance payment

- The contract can only be written for the length of time it will take to pay back the VA debt or 52 weeks, if debt is not paid off within the 52 weeks a new contract may be written
- When the VA processes the student's time card all amounts are applied to the claimant's education debt
- The claimant cannot request additional hours as the original contract must be written for sufficient hours to recoup the education debt or maximum of 52 weeks.
- Claimants under this program do not have to be attending school.
- The claimant must have no other means to repay the debt, such as military retirement, VA disability, or a VA education benefit.

If you have any questions, please contact the VA Work-Study Department.

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
- Submit time records through the Ask a Question on the GI Bill Website:
https://gibill.custhelp.va.gov/app/utills/login_form
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 30 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 the approved work site on their application in field 11 “*Work Site Preference*” is complete.
- 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 and 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 Ask a Question on the GI Bill Website, https://gibill.custhelp.va.gov/app/utills/login_form](https://gibill.custhelp.va.gov/app/utills/login_form) 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 1-855-225-1159, option #2. **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 [Ask a Question on the GI Bill Website, https://gibill.custhelp.va.gov/app/utills/login_form](https://gibill.custhelp.va.gov/app/utills/login_form). 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.

Handbook Attachments

- Department of Veterans Affairs Work-Study work site Application/Position Description
- VA Form 22-8691, Application for Work-Study Allowance
- Sample Work-Study Student and Work Site Agreement “A”
- Sample Work-Study Student and Work Site Agreement “B”
- VA Form 22-8690, Time Record (Work-Study program) **example only**
- VA Form 22-8690, After-Zero Hour Extension Time Record (Filled Out Correctly) **example only.**
- Site Supervisor Change Request Form
- 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.va.gov/app/answers/detail/a_id/21/~/~what-is-the-work-study-

**DEPARTMENT OF VETERANS AFFAIRS
WORK-STUDY WORK-SITE
APPLICATION/POSITION DESCRIPTION**

WORK-SITE NAME _____
WORK-SITE ADDR _____
CITY _____ STATE _____ ZIP _____
POINT OF CONTACT/SITE SUPERVISOR _____
SUPERVISOR EMAIL _____
PHONE NUMBER _____ EXTENSION _____
FAX NUMBER _____
SECONDARY SITE SUPERVISOR _____
SECONDARY SITE SUPERVISOR EMAIL _____
SECONDARY SITE SUPERVISOR PHONE NUMBER _____

TYPE OF FACILITY:

DOD FACILITY ; DOMICIARY ; EDUCATIONAL INSTITUTION ;
NATIONAL CEMETERY ; STATE CEMETERY ; VA REGIONAL OFFICE ;
VA MEDICAL CENTER ; OTHER VA FACILITY ; NON-VA FACILITY ;
STATE APPROVING AGENCY ; VET SUCCESS 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 RO

DATE RECEIVED _____

REGIONAL OFFICE _____

APPROVED DISAPPROVED

MAN-HOURS APPROVED _____

APPROVING W/S COORDINATOR _____ DATE APPROVED _____



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 003 of Public Law 98-342)

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 5 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)	
3C. DATE OF BIRTH OF APPLICANT (Month, Day, Year)		3B. SOCIAL SECURITY NUMBER (if not shown in item 3A)	
3A. TELEPHONE NUMBER (include Area Code)		3D. SEX OF APPLICANT <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
5. EDUCATION BENEFIT RECEIVING		4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU	
<input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program)		<input type="checkbox"/> CHAPTER 35 (Dependent's Educational Assistance) <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve) <input type="checkbox"/> CHAPTER 1607 (Reserve Educational Assistance Program)	
<input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Parent or Spouse Entitled to Chapter 30 Benefits)			

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)	A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)
8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND			

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?")

YES NO

10. HAVE YOU EVER PARTICIPATED IN THE VA WORK-STUDY PROGRAM BEFORE? (If "YES," please state where you worked)

YES 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, please "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

(X)	DAYS	WHEN AVAILABLE (From & To)
	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

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 2-102, 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 last-of-duty 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.

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/mbin/va/era.htm#VA. If desired, you can call 1-888-OMB-1 (1-888-442-4651) to get information on where to send comments or suggestions about this information collection.

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 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 ¾ 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

Department of Veterans Affairs
TIME RECORD (WORK-STUDY PROGRAM)
 1. APTITUDE CONTROL NUMBER 2. NAME OF STUDENT
 3. THE NUMBER OF 24 HOUR PERIODS
 4. APPROXIMATE PERIOD OF EMPLOYMENT (MONTH, DAY, YEAR)
 5. TOTAL NO. OF HOURS TO BE REPORTED
 6. INSTRUCTIONS: Use front 3. Records to show changes in hours SA and/or SA number effective date. NO SA for 24 HOURS TO BE REPORTED

Department of Veterans Affairs
TIME RECORD (WORK-STUDY PROGRAM)
 1. APTITUDE CONTROL NUMBER 2. NAME OF STUDENT
 3. THE NUMBER OF 24 HOUR PERIODS
 4. APPROXIMATE PERIOD OF EMPLOYMENT (MONTH, DAY, YEAR)
 5. TOTAL NO. OF HOURS TO BE REPORTED
 6. INSTRUCTIONS: Use front 3. Records to show changes in hours SA and/or SA number effective date. NO SA for 24 HOURS TO BE REPORTED

Department of Veterans Affairs
TIME RECORD (WORK-STUDY PROGRAM)
 1. APTITUDE CONTROL NUMBER 2. NAME OF STUDENT
 3. THE NUMBER OF 24 HOUR PERIODS
 4. APPROXIMATE PERIOD OF EMPLOYMENT (MONTH, DAY, YEAR)
 5. TOTAL NO. OF HOURS TO BE REPORTED
 6. INSTRUCTIONS: Use front 3. Records to show changes in hours SA and/or SA number effective date. NO SA for 24 HOURS TO BE REPORTED

EXAMPLES ONLY of After-Zero Hour Time Record Correctly Filled Out

7. CONTINUED OF PREVIOUS WORKSHEET

DATE	NO. OF HOURS	CUMULATIVE TO DATE	DATE	NO. OF HOURS	CUMULATIVE TO DATE
9/12/18	8	8	10-12-18	3	121
9/13/18	8	16	10-15-18	6	130
9/14/18	8	24	10-18-18	4	134
9/17/18	6	30	10-19-18	6	140
9/18/18	8	38	10-18-18	5	145
9/19/18	6	44	10-19-18	5	150
9/20/18	4	50	10-22-18	5	155
9/21/18	6	56	10-23-18	5	160
9/25/18	4	60	10-24-18	5	165
9/26/18	5	65	10-26-18	6	171
9/28/18	7	72	10-29-18	4	175
9/29/18	7	79	10-30-18	8	181
10/1/18	6	85	11-1-18	8	189
10/2/18	6	91	11-6-18	7	196
10/11/18	5	96	11-9-18	4	200
10/15/18	4	100	11-13-18	5	205
10/16/18	6	106	11-14-18	5	210
10/17/18	5	111	11-16-18	6	216
10/18/18	3	114	11-18-18	5	221
10/11/18	7	121	11-21-18	6	227

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

7. CONTINUED OF PREVIOUS WORKSHEET

DATE	NO. OF HOURS	CUMULATIVE TO DATE	DATE	NO. OF HOURS	CUMULATIVE TO DATE
11-21-18	5	232			
11-21-18	6	238			
11-24-18	7	245			
11-30-18	8	250			
12-1-18	5	255			
12-1-18	5	260			
12-5-18	4	264			
12-6-18	6	270			
12-7-18	5	275			
12-11-18	7	282			
12-11-18	4	288			
12-18-18	6	294			
12-14-18	6	300			

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

7. CONTINUED OF PREVIOUS WORKSHEET

DATE	NO. OF HOURS	CUMULATIVE TO DATE	DATE	NO. OF HOURS	CUMULATIVE TO DATE
12/12/18	8	308			
1/3/19	4	316			
1/14/19	8	324			
1/21/19	6	330			
1/27/19	8	338			
1/31/19	5	343			
1/31/19	7	350			
1/31/19	6	356			
1/31/19	4	360			
1/31/19	7	367			

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

CERTIFICATION
 I, the undersigned, certify that the student has been notified of the terms and conditions of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program.

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

CERTIFICATION
 I, the undersigned, certify that the student has been notified of the terms and conditions of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program.

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

CERTIFICATION
 I, the undersigned, certify that the student has been notified of the terms and conditions of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program. I am certifying that the student has been notified of the program and that the student has agreed to participate in the program.

8. SIGNATURE: [Redacted] 9. DATE: [Redacted]

Work Study Site Supervisor Update Form

***Please note: only employees of the work-site may be named as a site supervisor. Work-Study students cannot be site supervisors. Each site must have a primary contact and a back-up.**

Please complete the following with the worksite/site supervisor changes:

Work-Site Name:

Work-Site Address:

City: _____ State: _____ Zip: _____

Point of Contact (POC) and primary site supervisor's name:

POC's/Primary site supervisor's telephone number:

POC's/Primary site supervisor's fax number:

POC's/Primary site supervisor's email address:

Secondary site supervisor's name:

Secondary site supervisor's telephone number:

Secondary site supervisor's fax number:

Secondary site supervisor's email address:

Secondary site supervisor's name:

Secondary site supervisor's telephone number:

Secondary site supervisor's fax number:

Secondary site supervisor's email address:

Please inactivate the following person[s] for this location:

- 1.
- 2.
- 3.
- 4.

Site supervisor information submitted by:

For VA office use only:

WSMS updated by: _____ 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