



# Work Study Allowance Program



# Learning Objectives

**Upon completion of this module, you should be able to:**

- Describe the benefits of the Work Study program
- Identify the criteria used to select students
- Describe the duties of a site supervisor
- Understand Work Study contracts
- Identify the requirements for payments
- Understand Public Law 116-154 Improvement to Work Study Act
- Know how to contact Work Study





# Topics

- **Overview of the VA Work Study Program**
- **Student and Facility Qualifications**
- **Work Study Policies**
- **Public Law 116-154 Improvement to Work Study Act**
- **Resources**



## Overview of the VA Work Study Program



## What is the Work Study Program?

Work Study is:

- A Veterans Administration (VA) tax exempt education benefit
- Paid to students for performing VA-related activities at an approved Work Study work site
- Not considered income





## Benefits to the Institution

- No cost to the work site
- Students help with VA-related activities
- Students assist Veteran and dependent students with benefits and services





## **Student and Facility Qualifications**



# Student Qualifications



Students must receive benefits through Title 38 or Title 10 under one of the following programs:

- Ch30: Montgomery GI Bill® (MGIB)
- Ch31: Veteran Readiness and Employment
- Ch32: Veterans Educational Assistance Program (VEAP)
- Ch33: Post-9/11 GI Bill, including Transfer of Entitlement (TOE) and Fry Scholarship
- Ch35: Dependents Educational Assistance (DEA)
- Ch1606: MGIB – Selected Reserve (SR)
- Edith Nourse Rogers STEM Scholarship





## Student Qualifications, cont.



Students must also:

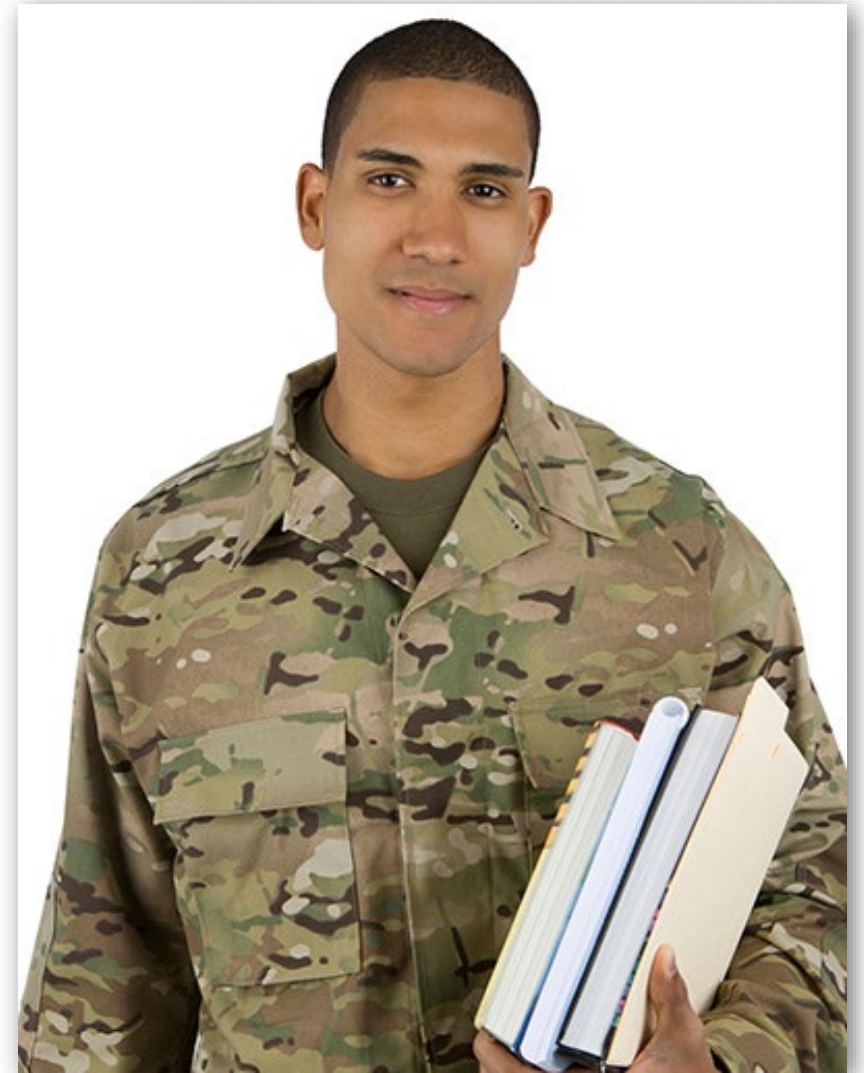
- Be enrolled in an approved degree, vocational or professional program
- Be at a rate of  $\frac{3}{4}$  time or higher; or, 75% ROP for Ch33 participants
- Work at a VA approved work site



# Student Selection

The following factors need to be carefully evaluated:

- Service-connected disabilities have priority (30% or more)
- Financial need
- Availability of transportation
- Motivation
- Work assignments don't conflict with disability





## Facility Qualifications

Work Study sites include, but are not limited to:

- Department of Defense (DOD) Facilities
- VA Regional Offices, Medical Centers and other VA facilities
- Educational Institutions
- National/State Veteran Cemeteries
- Domiciliary Care Facilities
- Other non-VA Facilities
- State Approving Agencies
- Vet Success Centers
- Congressional Offices





## Duty Qualifications



Work Study job duties must:

- Perform the work specifically listed in the Work Study Work Site Application, 22-10219, that was submitted to VA Work Study for work site approval
- Be 100% VA-related activities performance tasks
- Work solely at the specific work site listed on the time record
- Only VA facilities are permitted to allow Work Study students to provide transportation or operate a motorized vehicle



## Duty Qualifications at Education Facilities

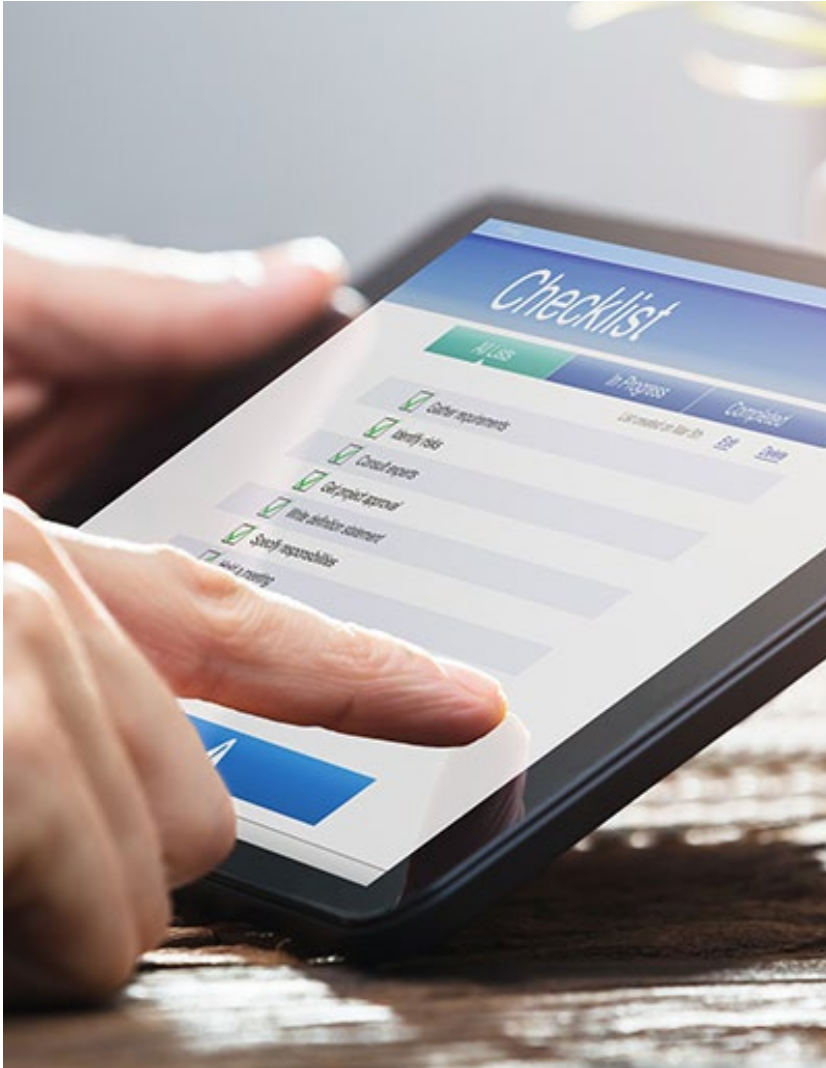


Educational facilities are limited to the type of work/duties their students can perform. These include:

- Dissemination of information regarding benefits and/or services
- Preparation, processing, maintaining and organizing veteran-related files
- VA outreach in effort with a VA employee controlling the work activities



## Site Supervisor Responsibilities



- Provide direct supervision
- Provide appropriate training
- Ensure only approved tasks are performed
- Ensure only approved hours are worked
- Maintain records for a minimum of 3 years
- Read the *Work Study Site Supervisor Handbook*



## Section Review

Work Study students will receive a W-2 every year for time worked as a VA Work Study.

- True
- False



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## Section Review

Which statements are the most accurate about student selection? (Select all that apply)

- A. Service-connected disabilities have priority
- B. They do not need to exhibit financial need
- C. Must have availability to transportation
- D. Work assignments don't conflict with disability



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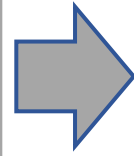


## **Work Study Policies**

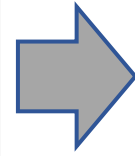


# Contract Agreement Process

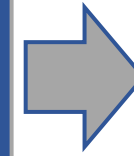
A potential work site fills out the Work Site Application, 22-10219, and submits it to VA Work Study.



Work Study reviews the 22-10219 and sends notice of approval or denial to the work site.



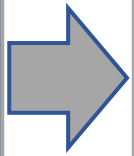
The approved work site finds a student; or a student finds a work site willing to bring them on.



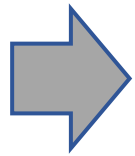
The student completes the Application for Work Study Allowance, 22-8691.



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



Work Study will review the application and send the Time Record, 22-8690, and student agreement form, 22-8692, for approved contracts.



The site supervisor will obtain the student's signature on the student agreement, 2-8692, and return it to Work Study.



The site supervisor will send completed Time Records, 22-8690, and future contract requests to Work Study.

\*The student's 22-8691 is good for 1 year unless they're switching benefits or work sites. The work site's 22-10219 is good for 1 year.



## Work Study Contracts



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



## Work Study Contracts, cont.

### Working 30 days prior to begin date

- May start up to 30 days before the term with no extra hours
- Automatically given when processed before term starts
- Allows a larger timeframe to work allotted hours



# Hours of Service

## Maximum Hours

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





# Extensions

## Contract Extension

- A continuation of the original agreement
- Begins when previous contract ends or 30 days before next term starts
- 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







## Extensions, cont.

### Zero Hour Extension

- Used at the end of a contract
- Additional timeframe to work hours from previous contract
- Does not exceed 30 days from END DATE of previous contract
- Not to be used when out of hours on previous contract
- Zero hour extension requests can be submitted through the GI Bill ® Ask VA site
- Must be approved by VA





# Work Study Payments



- Paid in 50-hour increments or two weeks, whichever comes first, when the Site Supervisor submits the Time Record, VA Form 22-8690
- Paid the higher of either the state or federal minimum wage
- Once a new rate has taken effect by the Department of Labor, any hours worked on or after the effective date will be paid at the higher rate
- Time Records processed in order of receipt
- VA will not process and pay out “Future Dates”
- VA will not make time record corrections



## Work Study Payments, cont.



- Students will not be paid prior to the date VA approved
- An email notification is sent to the student and site supervisor when the payment has been processed'
- Time record 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
- The student can expect payment 3-5 business days after the time record has been processed



## Advanced Pay



- Students may elect to be paid in advance for 50 hours in their Work Study agreement (field 9 on the Work Study Application, VA Form 22-8691)
- The advance 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 (VA Form 22-8692)



# Student Reduction or Terminations



If enrollment status changes, report it to Work Study Department immediately.

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



## Section Review

Which statements are the most accurate about hours of service? (Select all that apply)

- A. 25 hours per week, prorated for partial weeks
- B. Can be up to one (1) year or a maximum of 1300 hours
- C. Limited to a number of hours in a day or week
- D. Can only work number of hours approved on contract
- E. Is eligible for overtime pay



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## Section Review

A student is enrolled in a term beginning 8/15 to 12/15 and has a Work Study contract for this time period. The student withdraws from the term effective 10/15. The student can work and be paid as a WS student until 12/15.

- True
- False





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- True
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## **Public Law 116-154 Improvement to Work Study Act**



# Public Law 116-154 Highlights

- Public Law (PL) 116-154 added 38 U.S.C. 3485(a)(4) which allows a 154 Administering Facility (154AF) to pay WS 8690-Time Records for all students receiving GI Bill benefits at their facility, and non-154AF facilities. 154AF participation is voluntary.
- A 154AF can be an approved education facility that has a Facility Code assigned to it, with students receiving GI Bill benefits at that institution. These can be Institutions of Higher Learning, or Non-College Degree facilities.
- A Non-154 Administering Facility (non-154AF) is an approved VA WS work site that is not approved to administer the payment of Work Study benefits due to them not meeting the requirements of being an educational institution that has GI Bill students receiving VA Education benefits at that site. These include VA Regional Offices, VA Medical Centers, VA National Cemeteries, other VA Facilities, State Cemeteries, State Approving Agencies, Domiciliary Care Facilities, non-VA Facilities, and Vet Success Centers.
- If a student is enrolled at an approved 154AF educational institution, and that same student is a Work Study at a non-154AF work site; that non-154AF does not have the option to opt-out of the 154AF certification and payment system.
- Approved 154AF will be receive a lump sum amount which must be used to pay VA Work Study students only.
- Academic year and funding: August 1<sup>st</sup> to July 31<sup>st</sup>.
- An educational institution wanting to be a 154AF must complete and submit the PL 116-154 Participation Form, 22-10270, within the open enrollment period. They must also submit a Position Description with a 22-10219, to VA WS for review and dis/approval every year (if the 154AF has WS students working there).



# Administering Facility Responsibilities

- Be aware and follow all pertinent laws, policies, and changes applied to the Work Study program
- Provide customer service to all work sites your GI Bill students work at, as well as to the WS students
- Provide a Point of Contact for WS, who is a permanent employee of the 154AF
- Pay students at both your 154AF, and non-154AFs, including advance payments. Payments must be processed within 5 business days
- Immediately submit all processed VA Form 8690-Time Records, and VA Form 8692-Agreements, to the VA WS department (within 5 business days after processing)
- Only pay for time worked during the approved contract dates, at the approved work site, after receiving the signed 8692-Agreement. VA Work Study is still responsible for approving contracts.
- Be aware of State/Federal minimum rate changes, updating records and paying those rates
- Be responsible for collecting all debts. For example, the student was overpaid due to them terminating enrollment, yet they still worked
- Keep and maintain reconciliation reports in a format acceptable to Work Study. Submit those reports to Work Study monthly.

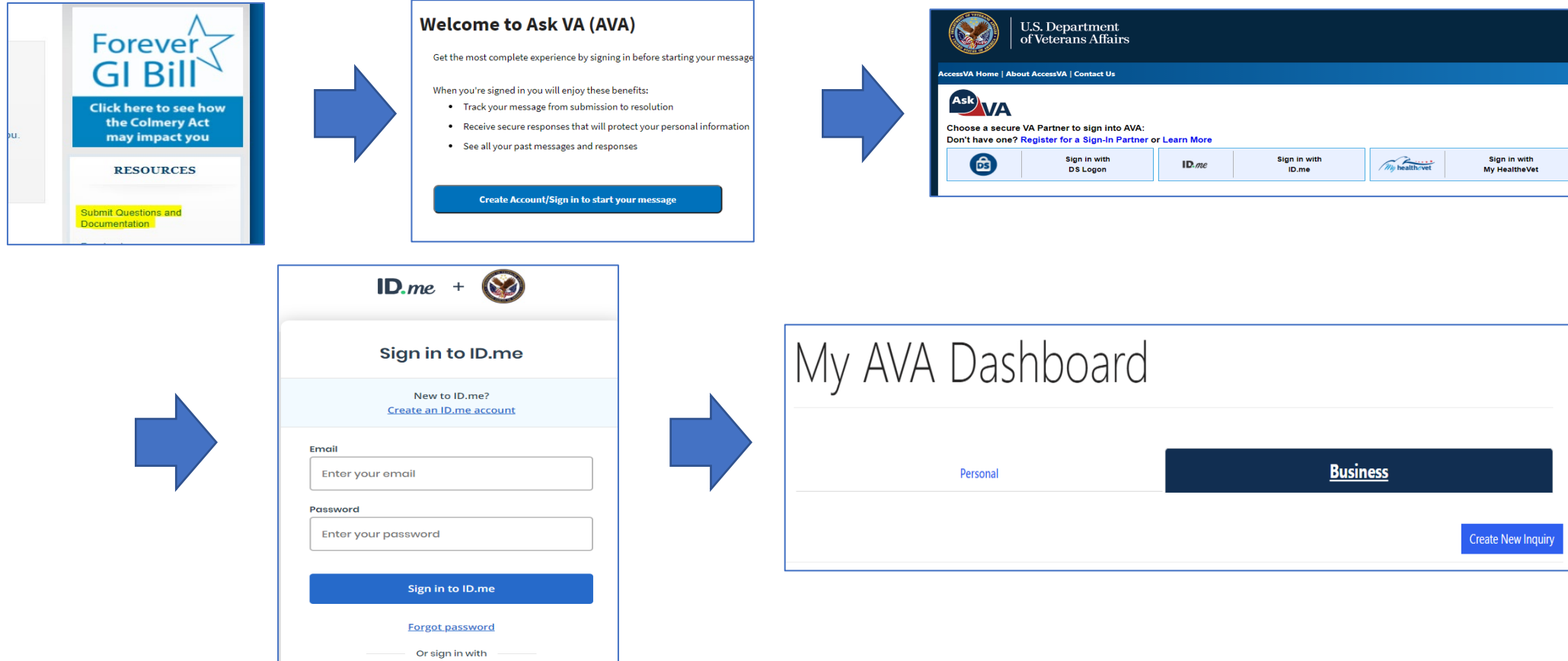


## Resources



# Submitting VA Work Study Documents

All Work Study documents should be submitted through the GI Bill “Ask VA” (AVA) website. You may go to the <https://ask.va.gov/> website in order to set up an account and submit Work Study documents and questions. Choose a secure VA partner to verify your identity and sign into your AVA account. Your options include DS Logon, ID.me, and MyHealtheVet. Once in your account, select “Create New Inquiry”. It’s recommended for most site supervisors to utilize ID.me if they don’t already have a secure sign-in account.





# Submitting VA Work Study Documents

Fill out the information and click “Next”. Be sure to choose “Work Study” as a topic after choosing “GI Bill” as the category. From there, you have a variety of Work Study related subtopics to choose from. The submitter can enter or change their business email and phone on the “Tell us about yourself” page. You can submit attachments by clicking “Add Attachment” at the bottom of the “Review your information” page.

**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-20211020-04809 has been successfully submitted. Please refer to this ID in any future communications regarding your Inquiry.

You should expect a response from us within 5 working days.

Please note the following:

- The “**How should we get in touch with you**” is automatically selected as “Email” and cannot be changed.
- If “GI Bill Beneficiary” or “Other” is chosen in the “**I am a:**” field, then the inquiry will drop under the submitter’s “**Personal**” folder in AVA.
- If “School Certifying Official”, “Work Study Site Supervisor”, or “OJT/Apprenticeship Supervisor” is chosen in the “**I am a:**” field, then the inquiry will drop under the submitter’s “**Business**” folder in AVA.



## Resources

- Ask VA website: <https://ask.va.gov/>
- Work Study Site Supervisor phone number: 1-855-225-1159, option 2
- Work Study students may call: 1-888-442-4551
- [Online SCO Handbook – Work Study](#)
- [PL 116-154 Improvement to Work Study Act Training Video](#)





You should be able to:

- Describe the benefits of the Work Study program
- Identify the criteria used to select students
- Describe the duties of a site supervisor
- Understand Work Study contracts
- Identify the requirements for payments
- Be familiar with PL 116-154 Improvement to Work Study Act
- Know how to contact Work Study





## Q & A





**Thank you for your time today!**