

Department of Veterans Affairs

Work-Study
Allowance
Program



What Is the Work-Study Allowance Program?

- An additional allowance paid to students for performing VA-related activities at a VA approved site
- VA education benefit
- May be that special increment that makes a program of education or training feasible

Who Can Participate?

Students must be receiving VA education benefits under one of the following education programs:

- Ch30: MGIB
- Ch31: Vocational Rehabilitation
- Ch32: VEAP
- Ch35: DEA
- Ch1606: MGIB – SR
- Ch1607: REAP
- Ch33: Post-9/11 GI Bill

Student Qualifications

- For all chapters except Ch 33, students must be training at a minimum of $\frac{3}{4}$ time
- For Ch 33, rate of pursuit must be at least 75%

Factors in the Selection Process

- Service-Connected Disabilities have priority
- Financial Need
- Chapter 35 students
- Availability of Transportation
- Motivation
- Work Assignments don't conflict with disability
- Delimiting date

Work Site Types

- ❖ VA facilities
- ❖ Educational Institutions
- ❖ DOD Facilities
- ❖ State Approving Agencies
- ❖ Other non-VA facilities

Educational Institutions

Limitation of duties include:

- ❖ VA paperwork processing
- ❖ VA outreach with a cooperative supervisory effort with a VA employee who is controlling the work activities

What Duties Can And Cannot Be Performed?

- ❖ Only tasks that require 100% performance of VA-related activities
- ❖ Must work solely at the specific work site listed on the work-study timecard
- ❖ Must perform work specifically listed in the site's Job Description
- ❖ **CANNOT** provide transportation

What Are Site Supervisor Responsibilities?

- ❖ Provide direct supervision
- ❖ Provide appropriate training
- ❖ Ensure only approved tasks are performed
- ❖ Ensure only approved hours are worked and properly reported for payment
- ❖ Read and understand the Work-Study Allowance Program Supervisor

How Do Students Apply For Work-Study?

- ❖ Student must complete VA Form 22-8691, Application for Work-Study Allowance
- ❖ Site Supervisor must complete a “Job Description”
- ❖ Fax the completed application and Job Description to RPO of jurisdiction

Can a student receive
Advance Pay?

What Happens After VA Receives The Application?

- The application and Job Description are reviewed for accuracy
- If approved, a work-study contract is initiated. The contract clearly states the approved number of hours and time frame
- If not approved, a detailed denial letter is sent to student and/or site supervisor

What Is The Difference Between Contract And Extension?

- ❖ A contract is an original agreement between the student and VA
- ❖ An extension is a continuation of the original agreement for up to one year from the beginning of the original contract

Very Important

- ❖ Work-study students can only begin working after the contract or extension is signed by the student and returned to VA
- ❖ Hours worked prior to receipt of the student-signed contract WILL NOT be paid

Maximum Hours Of Service

The maximum number of hours of work-study service that a student may perform during or between a period of enrollment is limited to 25 times the number of weeks in the applicable enrollment period, excluding the period between the enrollments.

Maximum Hours Of Service

For courses organized on a semester, quarter or term basis, the total number of hours of work-study service is limited to 25 times the number of weeks shown in the enrollment certification. If the enrollment certification shows 12 weeks, the limitation would be 25×12 weeks or 300 hours. (If the student is certified for an entire school year of two semesters or three quarters, the limitation is 25 hours times the number of weeks shown in the enrollment certification, with a maximum of 1,300 hours in a 12 month period.

What About Changes?

- ❖ Reductions in training time
- ❖ Terminations or suspensions
- ❖ Changes in work site

How Much Does VA Pay?

- Pay is based on the higher of the Federal minimum wage or the State/Local minimum wage
- Current Federal minimum wage is \$7.25

How Are Payments Made?

- ❖ Site Supervisor faxes Work-Study student's Time Record to VA
- ❖ Time Record is reviewed for accuracy
- ❖ VA **CANNOT** make timecard corrections
- ❖ Generally paid in 50 hour increments
- ❖ Processed in order of receipt

How Are Payments Made?

- VA inputs payment information into our Work-Study Management System and electronically sends information to Treasury
- Direct Deposits are generally received in about 3 to 5 business days
- Paper checks are generally received in about 7 to 10 business days

Public Law 111-275

- expands the definition of “qualifying work-study activities effective October 1, 2011
- Any activity of a State veterans agency related to providing assistance to veterans in obtaining any benefit under title 38 U.S.C. or the laws of the State;
- A position working in a Center for Excellence for Veteran Student Success, as established under 20 U.S.C. 1161t, which purpose is to support and coordinate academic, financial, physical, and social needs of veteran students;

- ❖ A position working in a cooperative program carried out jointly by the Department and an institution of higher learning; and
- ❖ Any veterans-related position in an institution of higher learning.

How Do I Get More Information?

- GI Bill website, www.gibill.va.gov

Any Questions?

THANK YOU!