



EDUCATION SERVICE

## 3<sup>rd</sup> Quarter, School Certifying Official Webinar

June 18, 2019





## Executive Director, Education Service

- Charmain Bogue
- Appointed as Executive Director, VBA Education Service May 2019
- Hired by VA in 2007, VR&E Counselor at the NYC Regional Office
- Held numerous Leadership positions within VA, and has been with Education Service since 2013
- BS Psychology, Morgan State University
- MS Rehabilitation Counseling, Hofstra University
- Certified Lean Six Sigma Black Belt





# News & Resources

- ☐ 4<sup>th</sup> Quarter SCO Webinar – September 2019 (Actual Date TBD)
- ☐ [GI Bill – Colmery Act](#)
- ☐ [Veteran Employment Through Technology Education Courses \(VET TEC\)](#)
- ☐ [SCO Training and Covered Institutions](#)
- ☐ [School Certifying Official Handbook](#)
- ☐ [VA-ONCE Quick Reference User Guide](#)
- ☐ [VA-ONCE Tips](#)
- ☐ [GI Bill Comparison Tool](#)
- ☐ [Education and Training SCO FAQs](#)
- ☐ [Conferences and Events](#)
- ☐ [Ask A Question \(Known as Right Now Web\)](#)
- ☐ [WEAMS Public](#)
- ☐ [VA Facebook Page](#)
- ☐ [Education Liaison Representative List By State](#)

We truly hope you acquired some useful info during today's Webinar, and look forward to seeing you next Quarter.

Thank you for all you do for our Nation's finest!

*Semper Fidelis*





## Host & Moderator

- **Brendan Fitzgerald**
- Management & Program Analyst; National Training Team – Compliance
- Hired by the Muskogee Regional Processing Office (RPO) December 2008 Veterans Claims Examiner (VCE)
- Moved to VA Central Office (VACO) Education Service January 2010
- United States Marine Corps (Retired) 1985-2006
- Recipient of Chapters 30, 1607, 33 & 35





## Thomas Alphonso

- Assistant Director for Policy & Procedures- VACO
- Hire by VA September 2009 Compensation Service and Regulations Team
- 9.75 Years with Veterans Affairs
- BS United States Military Academy, Juris Doctorate Degree Boston College Law School
- Former US Army Officer, 6 Years





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## Section 103, PL 115-407

### Attendance and Participation While Awaiting VA Tuition and Fee Payments

Tom Alphonso

Assistant Director, Policy & Implementation





## Section 103, PL 115-407

- Effective date: August 1, 2019
- What is it:
  - Prevents a school from penalizing the student while waiting for VA to make tuition and fee payments
    - Cannot deny a student access to classrooms, libraries or other institutional facilities
    - Cannot make the student borrow money to cover the cost while waiting for payment
    - Cannot charge a student a late fee or penalty
- Who is covered: Any student using Ch31 or Ch33





## Section 103, PL 115-407

- What is the covered period:
  - Protection begins when the student provides the school with a COE or a Statement of Benefit
    - The School can require the student to submit the COE or Statement of Benefits no later than the first day of the program
    - Can also require the student submit a written request to use benefits or other necessary certifications
  - Ends when VA makes payment or 90 days after the date school certifies tuition and fees





## Section 103, PL 115-407

- Implementation:
  - SAAs have contacted schools and provided a standardized catalog addendum
  - Addendum is an attestation that the school's policy is in accordance with the law
  - Addendums must be complete and returned to the SAA in accordance with SAA guidance
- Waivers – information on waivers will be provided by VA at a later date



# Conclusion

Please submit Questions Regarding Section 103 PL 115 in the Q&A Pod





## Bryan Callahan

- Policy Analyst, Vocational Rehabilitation & Employment (VR&E)
- Hired by VA in 2007 as a VR&E Counselor, NYC Regional Office
- Hired by VA Central Office (VACO) in July 2016
- Master's Degree in Public Administration





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Section 103, P.L. 115-407:  
Impact on Vocational Rehabilitation and  
Employment (VR&E)

Bryan Callahan  
Policy Analyst, VR&E Service







## Program Differences to Consider:

- Section 103 of PL 115-407 applies to Chapter 31,(VR&E) and Chapter 33, Post-9/11 GI Bill participants in the same manner.
- Authorization Differences:

| Chapter 31 VR&E   | Chapter 33 Post 9/11 GI Bill  |
|---|---|
| <ul style="list-style-type: none"><li>• VA Form (VAF) 28-1905, Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status</li><li>• VA-ONCE is used to certify enrollment only</li><li>• Facilities must submit a separate Tuition and Fees (T&amp;F) invoice to VR&amp;E for payment</li><li>• Note: Authorization format will be changing with e-invoicing</li></ul> | <ul style="list-style-type: none"><li>• Certificate of Eligibility (COE)</li><li>• Certifying T&amp;F in VA-ONCE is applicable</li><li>• A separate T&amp;F invoice is not needed for payment</li></ul> |



## **Additional Actions Facilities MAY Require of Servicemembers or Veterans (SM/V):**

### **Additional Actions and the Potential Impact on VR&E:**

- Provide a VAF 28-1905 no later than the first day of a course
  - This is not always possible for VR&E given the unique needs of SM/Vs with Service-Connected Disabilities
    - Application and evaluation procedures
    - Feasibility issues
  - Facilities that accept a VAF 28-1905 after the first day of a course(s) will increase the number of SM/Vs who can utilize VR&E benefits
- Submit a written request to utilize VA benefits
- Provide any information necessary for enrollment certification



## Conclusion

Please submit Questions on Section 103 PL 115-407  
VR&E within the Q&A Pod





## Donna Robinson

- Management & Program Analyst VR&E National Program Implementation Team- VACO
- Hired by VA in March 2007 as a VR&E Counselor in National Capital Region Benefits Office – Former DC Regional Office (RO)
- Masters Degree in Vocational Rehabilitation & Employment George Washington University
- Daughter of Career US Air Force Officer







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## VR&E e-Authorization & e-Invoicing

**Donna Robinson**  
**Program Analyst VR&E Service**





# Current Authorization and Invoice Processes

- VA Counselors provide paper 28-1905s to SCOs authorizing services. SCOs use these authorizations to certify VR&E Veterans' enrollment in VA-ONCE
- School business offices invoice the 56 VR&E Divisions for services provided to Veterans in the VR&E program in a number of ways including:
  - Via U.S. Postal Service annotating multiple students charges on one invoice
  - Emailed directly to the assigned VA Counselor
  - Emailed to a centralized email box
  - Tuition, Fees, and Bookstore charges are routinely submitted separately





# E-invoicing for VR&E

As part of VR&E's modernization initiative, all authorization and invoicing will be transitioned to an electronic system to ensure standardized processing, accountability, and timely review and payments, as well as, to comply with an OMB mandate for electronic invoicing



## **Invoice Payment Processing System (IPPS)**

- VA Counselor will authorize VR&E services that will automatically generate an email notification to the SCO
- VA will use the IPPS application to manage, review and process invoices

## **Tungsten Network**

- SCOs will access submitted authorizations electronically through the Tungsten Network
- Bookstores and Business Offices shall input invoices directly online within the IPPS system



# Future E-authorization and E-invoice Processes



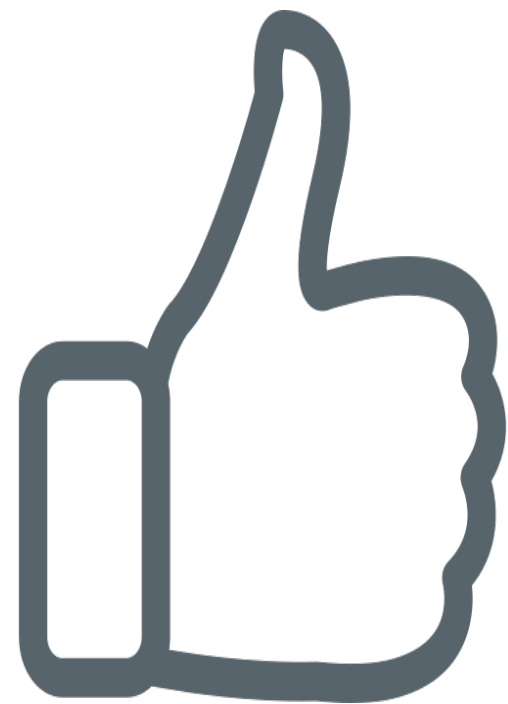
- SCOs will receive an email indicating that they have a new authorization for a VR&E Veteran
- SCOs will log into Tungsten to view, download, print all pending authorizations
- SCOs will continue to certify enrollment in VA-ONCE
- Schools will invoice VA for services provided in Tungsten
- Each invoice will be for only one student Veteran and must be aligned with an authorization





## Benefits of E-invoicing

- **Instant Invoice Validation** → Get notified of errors before you send your invoice, resulting in fewer invoice exceptions
- **Expedited Payments Processing** → No more manual checking means we can process your payments quickly
- **Real-Time Status** → Track the status of your invoice to see when you will get paid, and if there's an exception find out why and who to contact
- **No installation of hardware or software required**
- **No Cost to Vendor** → Tungsten Network electronic invoicing service includes data mapping, transaction fees, and invoice status post-delivery free of charge to VAFSC vendors





## Next Steps

Soon, VA will be sending out letters to introduce the Tungsten Network, provide instructions for registering, and dates and times for upcoming training sessions.

These emailed letters will be sent to the schools business office. We ask for your assistance by:

- Advising the appropriate personnel at your school or facility to expect the communication from VA
- Communicating the importance of this initiative
- Collaborating with your colleagues to ensure you are included in the registration for your institution (Both SCOs and Business Office personnel will require access)





# Implementation



- VA will conduct a pilot towards the end of Summer, 2019. The pilot will consist of four schools which have later start dates for Fall, 2019
- National implementation will be at the end of calendar year 2019, in time for Spring 2020

## **IMPORTANT:**

- ***E-invoicing for VR&E will not change the current process that SCOs use for communicating tuition and fees charged for Chapter 33 in VA-ONCE***



## Conclusion

Please submit VR&E Questions within the  
Q&A Pod







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## Work Study Program

Kevin White

Supervisory Veterans Claims Examiner

Muskogee, Oklahoma





## Topics of Discussion

- Highlights and Changes
- Work-Study Program
- Contract Extensions
- Contract Agreements
- Work-Study Payments
- Common Mistakes
- Additional Information



# Highlights and Changes

## **“Ask a Question” Program**

- All Site-Supervisors are requested to begin using the GI Bill Ask a Question website
- This is a secure system that provides an instant response and a reference number for tracking purposes
- Site-Supervisors may call the VA Work-Study Department if needing assistance setting up an account and/or navigating the program. The Work Study Site Supervisor number is:  
**1-855-225-1159, Option #2**
- **Please do not give this number to students.**
- Work Study students can call **1-888-442-4551** to speak with an agent concerning their Work Study and/or Educational Benefits



# Work Study Program

## Government vs State Wages

- According to the United States Department of Labor:
  - *“Federal minimum wage laws 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 rates are based on the Federal or State minimum wage, whichever is greater, for the work-site’s location
- 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



# Work Study Program

## Program Eligibility

- To qualify students must be receiving a VA Education Benefit and training at a level of  $\frac{3}{4}$  time or greater
- VA Education Benefits consist of:
  - Chapter 30: The Montgomery GI Bill
  - Chapter 31: Vocational Rehabilitation & Employment
  - Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP)
  - Chapter 33: The Post-9/11 GI Bill/ Fry Scholarship
  - Chapter 35: Dependents' Educational Assistance Program (DEA)
  - Chapter 1606: The Montgomery GI Bill – Selected Reserve





# Work Study Program

## **Applications**

- Students should complete the Application for Work-Study Allowance, WA 22-8691
- Site Supervisors must review the student's name, address, SSN and field 11 for accuracy
- If student wishes to receive Advance Payment, Box 9 must be completed
- Site Supervisors must ensure the application is signed by the student in Box 15
- Applications may be submitted 30-45 days prior to the beginning of the term through the GI Bill "Ask a Question" site



# Work Study Program

| APPLICATION FOR WORK-STUDY ALLOWANCE   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
|--|-----------|---|--|-----|------|----------------------------|--|--------|--|--|---------|--|--|-----------|--|--|----------|--|--|--------|--|
| <b>PART I - IDENTIFICATION INFORMATION</b>   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 1. NAME OF APPLICANT (First, Middle, Last)   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 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 31, enter the veteran's file number. Be sure to include the suffix indicator. For dependent's transfer of entitlement cases, enter the file number of the person who transferred entitlement to you)  |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 3B. SOCIAL SECURITY NUMBER (If not shown in Item 3A)   |           | 3C. SEX OF APPLICANT<br><input type="checkbox"/> MALE <input type="checkbox"/> FEMALE   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 3D. DATE OF BIRTH OF APPLICANT (Month, Day, Year)  |           | 4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU<br>DAYTIME: _____ EVENING: _____   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 4A. TELEPHONE NUMBER (Include Area Code)   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 5. EDUCATION BENEFIT RECEIVING<br><input type="checkbox"/> CHAPTER 30 (Subsidiary GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 32 (Post-9/11 GI Bill)<br><input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 34 (Dependent Educational Assistance)<br><input type="checkbox"/> CHAPTER 32 (Financial Educational Assistance Program) <input type="checkbox"/> CHAPTER 1400 (Subsidiary GI Bill - Selected Reserve) <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Parent or Spouse entitled to benefit)<br><input type="checkbox"/> CHAPTER 1407 (Reserve Educational Assistance Program) |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| <b>PART II - SCHOOL INFORMATION</b>  |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 6A. NAME AND COMPLETE ADDRESS OF SCHOOL  |           | 6B. CURRENT ACADEMIC OR TRAINING PROGRAM  |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 7. CURRENT ENROLLMENT INFORMATION<br>A. BEGINNING DATE (Month, Day, Year)<br>B. ENDING DATE (Month, Day, Year)   |           | 8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND<br>A. BEGINNING DATE (Month, Day, Year)<br>B. ENDING DATE (Month, Day, Year)   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| <b>PART III - WORK STUDY INFORMATION</b>   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 9. ADVANCE PAYMENT - DO YOU WANT AN ADVANCE PAYMENT? (How Much Can I Get?)<br><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)<br><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. If 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<br><table border="1"><thead><tr><th>(G)</th><th>DAYS</th><th>WHEN AVAILABLE (From &amp; 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> |  | (G) | DAYS | WHEN AVAILABLE (From & To) |  | MONDAY |  |  | TUESDAY |  |  | WEDNESDAY |  |  | THURSDAY |  |  | FRIDAY |  |
| (G)  | 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 kind of jobs interest you. If needed, attach a separate sheet with this information.)   |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| 15. SIGNATURE OF APPLICANT (Do not print)  |           | 16. DATE SIGNED   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |
| <small>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 1.576 for routine uses as identified in VA's system of records, 58 V.A. 21/220N, Compensation, Pensions, Education and Vocational Rehabilitation Records -</small>  |           |   |  |     |      |                            |  |        |  |  |         |  |  |           |  |  |          |  |  |        |  |



# Work Study Program

## **Applications Continued**

### **Approved Application hours**

Approved contract hours are based on the student's qualifying enrollment at approximately 25 hours per week, prorated for partial weeks, with consideration given as to when the request was received

### **Denied Application**

If an application is denied, the Site Supervisor will be notified through the Ask a Question program with the denial reason. Keep in mind that if your student is denied because VA has simply not yet received the enrollment certification, the Site Supervisor should resubmit the application once the student has verified with the school the enrollment has been sent.

**VA Work-Study does not monitor denied applications**



# **Work Study Program**

## **Important Information**

**The student cannot begin working before the contract is approved or the start date of the contract, whichever is later.**

**RESULT:**

**Hours worked prior to the approval date or the beginning date of the contract**

**CANNOT BE PAID!**



# Work Study Program

## **Contract Extensions**

- Extend the students current contract to provide new allotted hours and a new timeframe in which the student may work
- Students must be using VA Education Benefits and enrolled 3/4 time or more
- Extensions may begin up to 30 days before the next term starts, or right after the current contract, which ever is less
- Contract Extension requests should be submitted via Ask a Question or by phone, no less than 15 business days before the end of current contract to be processed in a timely manner





# Work Study Program

## Zero-Hour Extension

- Zero-Hour Extension is used at the end of a contract
- This extension allows additional time to work remaining hours
- Not to exceed 30 days after END DATE of previous contract, the student is not allowed to exceed allotted hours of previous contract
- Zero-Hour Extension requests may be made through the Ask a Question program, or by phone, 15 business days before the END DATE of current contract

**Please do not allow students to work after their contract end date, until the zero hour extension is approved by VA**



# Work Study Program

## **What is a contract agreement?**

An agreement between the student and VA informing them of student and VA responsibilities during the allotted contract period

- Site Supervisor should obtain the Work-Study's signature on the agreement VA Form 22-8692 and return it to the VA Work-Study Department
- Agreements may be sent in with or before the first timecard, if no Advance Payment is requested
- If Advance Payment is requested the Agreement must be sent in as soon as possible
- Advance payment and any timecards received before the signed agreement cannot be processed until the VA Form 22-8692 has been returned





# **Work Study Program**

## **Time Records/Time Cards**

- Time Records may be submitted every 50 hours or every two weeks, whichever comes first
- Hours to be paid should be kept cumulative and on the correct time record for the entire contract period
- The time record must be initialed by both the student and the Site Supervisor
- Time records should be completely filled out before starting a new time record



# **Work Study Program**

## **Time Records/Time Cards Continued**

- Zero-Hour Time Records must continue with cumulative hours from previous time records
- Once time record has been processed, the student can usually expect a deposit within about 3-5 business days (Paper checks 7-10 business days)
- If claimant has not received payment after 15 days, the Site Supervisor may contact the VA Work-Study Department for a status of payment





# Work Study Program

## **Work-Study is a Benefit**

Work-Study payments are a supplement to VA Educational Benefits. This is a benefit, and therefore, nontaxable

Payments received under this benefit program are not considered as income and should not be mentioned as such

We do not send any tax documents or W-2s.



# **Work Study Program**

## **Common Mistakes**

### **Allowing student to work before approved.**

NO Student should be allowed to work before the Site Supervisor has received the student's Work-Study Contract. Any hours worked prior to being approved will not be paid

### **Non-Cumulative Hours.**

Students must keep a running total of hours work, starting from 0, to ensure that they do not work over the hours allotted. Hours worked over the approved amount will not be paid

### **Multiple Student's in 1 Ask A Question Site submission**

Site Supervisors should only submit 1 student's documents/request per entry. Having multiple student's information in 1 submission is a potential privacy violation and cannot be captured into the student's file



# Work Study Program

## **Common Mistakes Continued**

### **Providing VA Work-Study Phone Number to Students.**

The Work-Study line is for the exclusive use of Site Supervisors ONLY. Please do **not** share this number with your students

If the student wishes to call in they may contact the VA Education Hotline, at 1-888-442-4551 to have a representative document their request and forward it to the VA Work-Study Department



# Work Study Program

## Additional Information

### Site Supervisor Changes

Site Supervisors need to inform the VA Work-Study Department when a new Site Supervisor has been added or when a Site Supervisor has left the facility. Leaving Site Supervisors should fill out the Site Supervisor Change Form with the updates and submit to the VA Work-Study Department through the GI Bill "Ask a Question" program

*\*There is a copy of the Site Supervisor Change Form in the back of the Site Supervisor Handbook*

### VA Debt Relief via Work-Study Program

Work-Study may be used to repay a VA Education debt. Students may potentially use the work-study program to satisfy an Education debt. The claimant must have **no other means** to repay the debt, such as military retirement, VA disability or VA education benefit. You may contact the VA Work-Study Department if you have more questions



## Conclusion

Please post questions on Work Study within the  
Q&A Pod







## Shay Norton

- Management & Program Analyst, Business Process Development
- Hired by VA March 1995, Veterans Claims Examiner, Atlanta RPO
- BA in Political Science, Georgia State University





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# VA-ONCE Amendments vs. Adjustments

Knowing the Difference

Shay Norton  
Business Process Development





## Topics of Discussion

At the end of this lesson, you will be familiar with:

- Difference between Amendments and Adjustments
- Know when and how to do an Amendment
- Know when and how to do an Adjustment



## Amendment versus Adjustment

- **Amend** – Amending the enrollment certificate allows you to edit the beginning date, ending date, or tuition and fees. For Non- Chapter 33 cases you can also add an “advance pay” or “accelerated pay” request. This feature should be used if you are correcting something, *other than hours*, on the original enrollment certification
- **Adjust** – Adjusting the enrollment certificate allows you to report a decrease or increase in hours for the term



# Amendment

Select the term to amend by clicking on the arrow to expand the virtual record. Highlight the term

Click the Cert menu at the top of the page

Click "Amend". The bottom 1/2 of the screen opens to Edit Amendment

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** 05shaneferreebe 3-1-3131-31

**Cert** Complete Submit

New  
new multiple Term  
**Amend**  
Adjust  
Terminate  
Delete  
Change to Status 2

Print Student

**Certs**  
Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate **2**

**VA Data** Log History

All All All to Filter

|   | Term Name  | Status | Facility Code | Begin Date Range | End Date Range |    |   |  |  |  |          |          |
|---|------------|--------|---------------|------------------|----------------|----|---|--|--|--|----------|----------|
| ▼ | 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12 | 0 |  |  |  | 31313131 | 11149472 |
| ▼ | 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12 | 0 |  |  |  | 31313131 | 11149472 |
| ▶ | 4X FALL11  |        |               | 08/21/2011       | 12/23/2011     | 0  | 0 |  |  |  | 31313131 | 11021459 |
| ▶ | 4X WNTR    |        |               | 01/01/2011       | 02/01/2012     | 12 | 0 |  |  |  | 31313131 | 11149472 |

**View Enrollment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: HISTORY Prior Credit: 4X

SPRNG12 ▶ 02/01/2012 05/01/2012 12 0 4300.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

Tasks Margin Help

Done Local intranet 100%





# Amendment

You can now edit all fields *except* the number of hours. A remark indicating that this is an Amended enrollment is automatically inserted. Make edits and review for accuracy.

Click “Save”.

Click “Complete”  
**NOTE:** You can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later.

Click “Submit”.

VA-ONCE Certs - Windows Internet Explorer

**Cert Complete Submit** Print Student

**VA-ONCE** 05shaneferreeb 3-1-3131-31 Certs Program: HISTORY Chapter: 33 Training Type: Undergraduate 2

**Bio** **Certs** **VA Data** **Log** **History**

All ▼ All ▼ All ▼ to Filter

| Term Name  | Status | Facility Code | Begin Date Range | End Date Range |
|------------|--------|---------------|------------------|----------------|
| 4X SPRNG12 | Info   | 31313131      | 02/01/2012       | 05/01/2012     |
| 4X SPRNG12 | Info   | 31313131      | 02/01/2012       | 05/01/2012     |
| 4X SPRNG12 | Info   | 31313131      | 02/01/2012       | 05/01/2012     |
| 4X FALL11  | Info   | 31313131      | 08/21/2011       | 12/23/2011     |
| 4X WNTR    | Info   | 31313131      | 01/01/2011       | 02/01/2012     |

**Edit Amendment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgm: HISTORY Prior Credit: 2

SPRNG12 ▼ 02/01/2012 05/01/2012 12 0 0 0 4300.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

10/28/2011  
LDA/EFF Date

Remarks Modify Remarks List

Amends Training Period (02/01/2012-05/01/2012) On 1999 Dated: 06/20/2011

Tasks Margin Help

Done Local intranet 100%





# Adjustment

Select the term to adjust by clicking on the arrow to expand the virtual record. Highlight the term

Click the Cert menu at the top of the page

Click "Adjust".  
The bottom ½ of the screen opens to Edit Adjustment

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** 05shaneferreebe 3-1-3131-31

**Cert** Complete Submit

New  
New Multiple Term  
Amend  
**Adjust**  
Terminate  
Delete  
Change to Status 2

**Certs**  
Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate

2

Print Student

**VA Data** Log History

All All All to Filter

| Term Name  | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 4X FALL11  |        |               | 08/21/2011       | 12/23/2011     | 0   | 0    |     |       |              | 31313131      | 11021459 |
| 4X WNTR    |        |               | 01/01/2011       | 02/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |

**View Enrollment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: HISTORY Prior Credit: 4X

SPRNG12 02/01/2012 05/01/2012 12 0 4300.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

Tasks Margin Help

Done Local intranet 100%



# Adjustment

You can now make adjustments to the following fields: Res, Dist, R/D, Clock, Tuition, Fees, Training Time or Full Time Equivalent (graduate training only), Yellow Ribbon (Ch 33)

Select the Reason for Adjustment from the drop down

Enter the LDA/EFF Date (Last Date of Attendance/Effective Date of the change)

VA-ONCE Certs - Windows Internet Explorer

**Cert Complete Submit** Print Student

**VA-ONCE** 05shaneferreeb 3-1-3131-31

**Certs**  
Name: **SHANE FERREEB**  
SSN: **000000000**  
File/Payee: **000000000/00**  
Program: **HISTORY**  
Chapter: **33**  
Training Type: **Undergraduate**

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

| Term Name  | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 2 SPRNG12  |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      |          |
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 4X FALL11  |        |               | 08/21/2011       | 12/23/2011     | 0   | 0    |     |       |              | 31313131      | 11021459 |
| 4X WNTR    |        |               | 01/01/2011       | 02/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |

**Edit Adjustment** Save Cancel

Facility: 31313131 Trng Type: IHL UNDERGRAD Prorg: HISTORY Prior Credit: 2

SPRNG12 02/01/2012 05/01/2012 12 0 4300.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Reason for Adjustment

Modify Remarks List

Tasks Margin Help

Done Local intranet 100%



# Adjustment

Based upon the Reason for Adjustment, a Mitigating Circumstances field may appear. If the student has provided you with one of the reasons in the list as a reason for adjustment, please select it from the drop down.

If the student has provided mitigating circumstances not on the list, or has not provided a reason for adjustment, leave the Mitigating Circumstance drop down blank.

You may enter a reason not provided in the drop down list as a free text remark.

| Edit Adjustment                      |   |            |  |                |     |       |               | Save                | Cancel |
|--------------------------------------|---|------------|--|----------------|-----|-------|---------------|---------------------|--------|
| Facility: 31313131                   | Trmg Type: IHL_UNDERGRAD  |            |  | Prgrm: HISTORY |     |       | Prior Credit: | 2                   |        |
| SPRNG12                              | 02/01/2012  | 05/01/2012 | 12   | 0              |     |       | 4300.00       |                     |        |
| Term Name                            | Begin Date*   | End Date*  | Res  | Dist*          | R/D | Clock | T & F*        |                     |        |
| <input type="checkbox"/> Advance Pay | <input type="checkbox"/> Accelerated Pay (high-tech courses only) |            | Reduction After Drop Period - Non-Punitive Grades Assi |                |     |       |               |                     |        |
|                                      |   |            | Reason for Adjustment                                  |                |     |       |               |                     |        |
|                                      |   |            | An Illness Or Death In The Student's Immediate Family. |                |     |       |               |                     |        |
| LDA/EFF Date                         |   |            | Mitigating Circumstances                               |                |     |       |               |                     |        |
| Remarks                              |   |            |  |                |     |       |               | Modify Remarks List |        |
| <div></div>                          |   |            |  |                |     |       |               |                     |        |



# Adjustment

Make edits and review for accuracy

Click “Save”

Click “Complete”  
**NOTE:** You can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later

Click “Submit”

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** Cert Complete Submit

Name: [REDACTED] Program: HISTORY  
SSN: [REDACTED] Chapter: 33  
File/Payee: [REDACTED] Training Type: Undergraduate

05shaneferreebe  
3-1-3131-31

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

| Term Name  | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 2 SPRNG12  |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      |          |
| 4X SPRNG12 |        |               | 02/01/2012       | 05/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |
| 4X FALL11  |        |               | 08/21/2011       | 12/23/2011     | 0   | 0    |     |       |              | 31313131      | 11021459 |
| 4X WNTR    |        |               | 01/01/2011       | 02/01/2012     | 12  | 0    |     |       |              | 31313131      | 11149472 |

**Edit Adjustment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgm: HISTORY Prior Credit: 2

SPRNG12 02/01/2012 05/01/2012 12 0 4300.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only) Reduction During Drop Period

Reason for Adjustment

03/01/2011 LDA/EFF Date

Remarks Modify Remarks List

Tasks Margin Help

Done Local intranet 100%



## Tips for Completing Ch 33 Adjustments

You are required to adjust the tuition and fees if adjusting the credits. The adjusted tuition and fees amount will be based on the cost of the new credit load

If your adjustment includes the Yellow Ribbon amount, you must calculate the new Yellow Ribbon amount based on the adjusted credits

When filling in RES, DIST, R/D, CLOCK, the following actions must be completed in order to avoid an error message:

RES and DIST must have a number placed in each field.  
If no RES or DIST credits remain, place a '0' in that field.  
Leave the R/D and CLOCK blank if no credits remain





## Pulse Check

- What action would I take if I entered the incorrect end date?  
\*Answer within Chat Pod
- What action would I take if the student added a class?  
\*Answer within Chat Pod





## Conclusion

Please submit all VA-ONCE questions within the Q&A Pod



VA-ONCE Quick Reference User Guide:

[https://www.benefits.va.gov/gibill/school\\_training\\_resources.asp](https://www.benefits.va.gov/gibill/school_training_resources.asp)



## Sarah Daughton

- Education Liaison Representative (ELR) for Delaware & District of Columbia since 2016
- Hired by VA September 2009 as a Veterans Claims Examiner (VCE) at the Buffalo Regional Processing Office (RPO)
- Promoted to Senior Veterans Claims Examiner in 2011
- Founding Member Quality Review Team in 2014
- BS in Architecture from University of Buffalo
- Masters Degree in Urban Planning from University of Buffalo





EDUCATION SERVICE

## Certifying Chapter 33 Graduate Training For School Certifying Officials (SCOs)

**Sarah Daughton**  
**Education Liaison Representative**





## Topics of Discussion

- Standard Terms
- Non-Standard Terms
- Identifying Chapter 33 IHL Graduates in VA-ONCE
- Credit hours taken and Credit hours considered full-time
- VBA Standard Remarks



## Background

When certifying graduate training under Chapter 33, School Certifying Officials (SCOs) must report the minimum number of credit hours their academic regulations require to be considered full-time, as published in their catalog, to ensure proper entitlement is charged and appropriate payments are released for any rate of pursuit. In some scenarios, equivalent credit hours need to be calculated and used in determining Rate of Pursuit. In other scenarios, VA will divide the number of credit hours certified by the number of credit hours required to be considered full-time to determine rate of pursuit

The Long Term Solution (LTS) automatically performs credit hour equivalent calculations for all non-standard terms. These automatic adjustments alter the expected rate of pursuit for students enrolled less than full-time with individually defined full time modifiers, and under values training for terms longer than standard length

Until LTS is reprogrammed, School Certifying Officials (SCO) may have to add the VBA Standard Remarks; "*Graduate non-standard term*" in the remarks depending on the scenario



## Standard Terms

A standard length Semester is 15 to 19 weeks

A standard length Quarter is 10 to 13 weeks

SCOs must enter the number of published credit hours that his/her school considers to be full time for a standard length Semester or Quarter for the program the student is pursuing in the TT/FT box

**Note:** Do not enter remarks in the remarks section for standard terms





## Non-standard Terms

A non-standard length Semester is shorter or longer than 15 to 19 weeks

A non-standard length Quarter is shorter or longer than 10 to 13 weeks.

SCOs must enter the minimum number of hours required for full time, as published in their catalog, in the TT/FT box.

Additionally, he/she may enter the following VBA Standard Remark in VA-ONCE "Graduate Non-Standard Term", to Off Ramp the enrollment for manual processing

- For any non-standard term that is longer (regardless of whether there is an individually defined FT modifier)
- For short non-standard terms, that have an individually defined FT modifier



## What is an Individually Defined Modifier?

When a school is approved for VA benefits as Semester/Quarter and has a calendar published in their catalog that is by VA definition a Non-Standard Term and has a full time modifier associated. This is considered an individually defined modifier

**Example** – A school is approved as a Semester school and the catalog shows a calendar with 5 terms (all less than 15-19 weeks each) of time with 6 credits being considered full time. This facility would certify 6 in FT/TT box and add the remark



## When to use the “Graduate Non-Standard Term” Remark?

- Enter “Graduate Non-Standard Term” in the remarks field for
  - Any non-standard term that is longer (regardless of whether there is an individually defined FT modifier)
  - For short non-standard terms, that have an individually defined FT modifier
- **Do Not** use “Graduate Non-Standard Term” in the remarks field for
  - Standard length terms
  - For short Non-Standard terms, that DO NOT have an individually defined FT modifier



# Certifying Chapter 33 Standard Terms





# Certifying Chapter 33 Standard Terms

## Step 1:

Review the student's Bio data screen to confirm:

- The benefit type is Chapter 33
- The training type is an IHL GRAD

https://10.205.5.23/ - VA-ONCE Student Bio - Internet Explorer

Save Cancel Print Student

**VA-ONCE**

Name: CH1607MAN, RICH  
SSN: 329-88-9000  
File/Payee: 329-88-9000/00

Program: BA ARTS  
Chapter: 33  
Training Type: Graduate

2

**Bio** Certs VA Data Log History

Why is the prior credit field NA?  
Why are there asterisks by some fields?  
What should I enter in the VA File number?  
How do I submit a foreign or APO/FPO address?  
When are address changes reported to VA?  
What are user defined fields?  
How should I enter the email address?  
Are the Notes sent to VA?  
How do I change a Social Security Number?  
Click for all topics...  
Keyboard Shortcuts

edueshah  
2-2-2222-22

Salutation First Name\* Middle Name Last Name\* Suffix  
329-88-9000  
329-88-9000 00 33  
File Number\* Payee# Chapter\*  
IHL GRAD  
Training Type\*  
DEMO IHL 2-2-2222-22  
School Short Name Facility Code  
Performing Arts - BA  
Program\*  
NONE  
Prior Training Credit\*  
☐ Guest Student ☐ Active Duty  
Primary School - Name - State  
Fry 33 percent fin Aid Counseling ☐

Address\* Location Domestic  
1234 MAIN  
CHICO IL  
City\* State\*  
60302  
Zip\* Zip Suffix  
Phone Extension  
noreply@noreply.com  
Email\*  
Alternate Email  
Notes



# Certifying Chapter 33 Standard Terms

## Step 2:

Open the “Certs” screen by clicking on the Certs tab

https://10.205.5.23/ - VA-ONCE Student Bio - Internet Explorer

**VA-ONCE** **Bio Data** Save Cancel Print Student

Name: CH1607MAN, RICH Program: BA ARTS  
SSN: 329-88-9000 Chapter: 33  
File/Payee: 329-88-9000/00 Training Type: Graduate

**Bio** **Certs** **VA Data** **Log** **History**

Why is the prior credit field NA?  
Why are there asterisks by some fields?  
What should I enter in the VA File number?  
How do I submit a foreign or APO/FPO address?  
When are address changes reported to VA?  
What are user defined fields?  
How should I enter the email address?  
Are the Notes sent to VA?  
How do I change a Social Security Number?  
Click for all topics...  
Keyboard Shortcuts

Salutation First Name\* Middle Name Last Name\* Suffix  
329-88-9000 Student ID  
329-88-9000 00 33  
File Number\* Payee# Chapter\*  
IHL GRAD  
Training Type\*  
DEMO IHL 2-2-2222-22  
School Short Name Facility Code  
Performing Arts - BA  
Program\*  
NONE  
Prior Training Credit\*  
☐ Guest Student ☐ Active Duty  
Primary School - Name -- State  
Fry 33 percent fin Aid Counseling ☐

Address\* Location Domestic  
1234 MAIN  
CHICO IL  
City\* State\*  
60302  
Zip\* Zip Suffix  
Phone Extension  
noreply@noreply.com  
Email\*  
Alternate Email  
Notes

Tasks Margin Help 100%





# Certifying Chapter 33 Standard Terms

## Step 3:

Activate the edit enrollment field by clicking on “Certs” at the top of the screen

Click on “New” from the drop down menu

**Cert Complete Submit** Print Student

**Certs**  
Program: BA ARTS  
Chapter: 33  
Training Type: Graduate

**VA Data** **Log** **History**

Term Name Status Facility Code Begin Date Range End Date Range **Filter**

| Term Name    | Info | Begin Date | End Date   | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |      |            |            |     |      |     |       |              | 22222222      |          |
| 4X SUMMER 19 |      | 05/13/2019 | 07/15/2019 | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 2 SUMMER 19  |      | 05/13/2019 | 07/15/2019 | 6   | 0    |     |       |              | 22222222      |          |
| 4X LONG TERM |      | 03/26/2012 | 05/12/2013 | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |      | 07/01/2011 | 09/01/2011 | 11  |      |     |       |              | 22222222      | 12206339 |



# Certifying Chapter 33 Standard Terms

## **Step 4:**

In the edit enrollment field, enter the number of credit hours the student is pursuing in the **residence/distance field**

Enter the number of credit hours your school considers to be full-time for a normal semester or quarter in the **TT/FT field**

Note: The number of credit hours can vary by programs or enrollment period as published.

**Remember:** Do not enter remarks for standard terms or standard quarters

https://10.205.5.23/ - VA-ONCE Certs - Internet Explorer

**VA-ONCE** Cert Complete Submit Print Student

Name: CH1607MAN, RICH Program: BA ARTS  
SSN: 329-88-9000 Chapter: 33  
File/Payee: 329-88-9000/00 Training Type: Graduate

eduahshah 2-2-2222-22

**Bio Certs VA Data Log History**

| Term Name    | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|--------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |        |               |                  |                |     |      |     |       |              |               |          |
| 4X SUMMER 19 |        |               | 05/13/2019       | 07/15/2019     | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 2 SUMMER 19  |        |               | 05/13/2019       | 07/15/2019     | 6   | 0    |     |       |              | 22222222      |          |
| 4X LONG TERM |        |               | 03/26/2012       | 05/12/2013     | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |        |               | 07/01/2011       | 09/01/2011     | 11  |      |     |       |              | 22222222      | 12206339 |

**Edit Enrollment** Save Cancel

Facility: 22222222 Trng Type: IHL GRAD Prgm: BA ARTS Prior Credit: 2

| Term Name | Begin Date* | End Date* | Res | Dist* | R/D | Clock | T & F* | TT/FT* |
|-----------|-------------|-----------|-----|-------|-----|-------|--------|--------|
|           |             |           |     |       |     |       |        |        |

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

Tasks Margin Help



# Certifying Chapter 33 Non-Standard Terms





# Certifying Chapter 33 Non-Standard Terms

## Step 1:

Review the student's Bio data screen to confirm:

- The benefit type is Chapter 33
- The training type is an IHL GRAD

https://10.205.5.23/ - VA-ONCE Student Bio - Internet Explorer

**VA-ONCE** **Bio Data** Save Cancel Print Student

Name: CH1607MAN, RICH Program: BA ARTS  
SSN: 329-88-9000 Chapter: 33  
File/Payee: 329-88-9000/00 Training Type: Graduate

**Bio** **Certs** **VA Data** **Log** **History**

Why is the prior credit field NA?  
Why are there asterisks by some fields?  
What should I enter in the VA File number?  
How do I submit a foreign or APO/FPO address?  
When are address changes reported to VA?  
What are user defined fields?  
How should I enter the email address?  
Are the Notes sent to VA?  
How do I change a Social Security Number?  
Click for all topics...  
Keyboard Shortcuts

Salutation First Name\* Middle Name Last Name\* Suffix  
329-88-9000 Student ID  
329-88-9000 00 33  
File Number\* Payee# Chapter\*  
IHL GRAD Training Type\*  
DEMO IHL 2-2-2222-22  
School Short Name Facility Code  
Performing Arts - BA Program\*  
NONE Prior Training Credit\*  
☐ Guest Student ☐ Active Duty  
Primary School - Name -- State  
Fry 33 percent fin Aid Counseling ☐

Address\* Location Domestic  
1234 MAIN  
CHICO IL  
City\* State\*  
60302 Zip\* Zip Suffix  
Phone Extension  
noreply@noreply.com Email\*  
Alternate Email  
Notes

Tasks Margin Help 100%



# Certifying Chapter 33 Non-Standard Terms

## Step 2:

Click on the “Certs” tab to open the Certs screen

https://10.205.5.23/ - VA-ONCE Student Bio - Internet Explorer

**VA-ONCE** **Bio Data** Save Cancel Print Student

Name: CH1607MAN, RICH Program: BA ARTS  
SSN: 329-88-9000 Chapter: 33  
File/Payee: 329-88-9000/00 Training Type: Graduate

**Bio Certs VA Data Log History**

Why is the prior credit field NA?  
Why are there asterisks by some fields?  
What should I enter in the VA File number?  
How do I submit a foreign or APO/FPO address?  
When are address changes reported to VA?  
What are user defined fields?  
How should I enter the email address?  
Are the Notes sent to VA?  
How do I change a Social Security Number?  
Click for all topics...  
Keyboard Shortcuts

Salutation First Name\* Middle Name Last Name\* Suffix  
329-88-9000 Student ID  
329-88-9000 00 33  
File Number\* Payee# Chapter\*  
IHL\_GRAD  
Training Type\*  
DEMO IHL 2-2-2222-22  
School Short Name Facility Code  
Performing Arts - BA  
Program\*  
NONE  
Prior Training Credit\*  
☐ Guest Student ☐ Active Duty  
Primary School - Name -- State  
Fry 33 percent fin Aid Counseling ☐

Address\* Location Domestic  
1234 MAIN  
CHICO IL  
City\* State\*  
60302  
Zip\* Zip Suffix  
Phone Extension  
noreply@noreply.com  
Email\*  
Alternate Email  
Notes

Tasks Margin Help 100%





# Certifying Chapter 33 Non-Standard Terms

## Step 3:

Activate the edit enrollment field by clicking on “Certs” at the top of the screen

Click on “New” from the drop down menu

**VA NCE**  
edueshah  
2-2-2222-22

**Cert Complete Submit** **Print Student**

**Certs**  
Program: BA ARTS  
Chapter: 33  
Training Type: Graduate

**VA Data** **Log** **History**

All All All to Filter

| Term Name    | Info | Begin Date | End Date   | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |      |            |            |     |      |     |       |              | 22222222      |          |
| 4X SUMMER 19 |      | 05/13/2019 | 07/15/2019 | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 2 SUMMER 19  |      | 05/13/2019 | 07/15/2019 | 6   | 0    |     |       |              | 22222222      |          |
| 4X LONG TERM |      | 03/26/2012 | 05/12/2013 | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |      | 07/01/2011 | 09/01/2011 | 11  |      |     |       |              | 22222222      | 12206339 |





# Certifying Chapter 33 Non-Standard Terms

## Step 4:

In the edit enrollment field, enter the number of credit hours the student is pursuing in the **residence/distance field**

Enter the number of credit hours your school considers to be full-time for a normal semester or quarter in the **TT/FT field**

Note: The number of credit hours can vary by programs or enrollment period as published

https://10.205.5.23/ - VA-ONCE Certs - Internet Explorer

**VA-ONCE** Cert Complete Submit Print Student

Name: CH1607MAN, RICH Program: BA ARTS  
SSN: 329-88-9000 Chapter: 33  
File/Payee: 329-88-9000/00 Training Type: Graduate

edu Shah 2-2-2222-22

**Bio Certs VA Data Log History**

All All All to Filter

| Term Name    | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|--------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |        |               |                  |                |     |      |     |       |              |               |          |
| 4X SUMMER 19 |        |               | 05/13/2019       | 07/15/2019     | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 2 SUMMER 19  |        |               | 05/13/2019       | 07/15/2019     | 6   | 0    |     |       |              | 22222222      |          |
| 4X LONG TERM |        |               | 03/26/2012       | 05/12/2013     | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |        |               | 07/01/2011       | 09/01/2011     | 11  |      |     |       |              | 22222222      | 12206339 |

**Edit Enrollment** Save Cancel

Facility: 22222222 Trng Type: IHL GRAD Prgm: BA ARTS Prior Credit: 2

| Term Name | Begin Date* | End Date* | Res | Dist* | R/D | Clock | T & F* | TT/FT* |
|-----------|-------------|-----------|-----|-------|-----|-------|--------|--------|
|           |             |           |     |       |     |       |        |        |

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

Tasks Margin Help



# Certifying Chapter 33 Non-Standard Terms

## Step 5:

Enter “Graduate Non-Standard Term” in the remarks field for

- Any non-standard term that is longer (regardless of whether there is an individually defined FT modifier)

- For short non-standard terms, that have an individually defined FT modifier, by:

- Clicking on the Modify Remarks List tab

The screenshot shows the VA ONCE Certs system interface. The top navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. The main header displays 'Name: CH1607MAN, RICH', 'Program: BA ARTS', 'SSN: 329-88-9000', 'Chapter: 33', 'File/Payee: 329-88-9000/00', and 'Training Type: Graduate'. The left sidebar contains icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main content area shows a table of terms and an 'Edit Enrollment' form. A red arrow points to the 'Modify Remarks List' tab in the 'Edit Enrollment' form.

| Term Name    | Status | Facility Code | Begin Date Range | End Date Range |
|--------------|--------|---------------|------------------|----------------|
| 2 SUMMER 19  |        |               | 05/13/2019       | 07/15/2019     |
| 4X LONG TERM |        |               | 03/26/2012       | 05/12/2013     |
| 5R SUM 11A   |        |               | 07/01/2011       | 09/01/2011     |

**Edit Enrollment**

Facility: 22222222 Trng Type: IHL\_GRAD Prgrm: BA ARTS Prior Credit: 2

SUMMER 19 05/13/2019 07/15/2019 3 0 600.00 3

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\* TT/FT\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

[Modify Remarks List](#)



# Certifying Chapter 33 Non-Standard Terms

## Step 6:

Click the “VBA Standard Remarks” drop down arrow

| Add Remove       |        |                  |
|------------------|--------|------------------|
| Remark Code      | Remark | System Generated |
| No Records Found |        |                  |

| New Remark                                |  | Save | Cancel |
|---|--|------|--------|
| VBA Standard Remarks                      |  |      |        |
| <input type="text"/>                      |  |      | ✓      |
| School Standard Remarks                   |  |      | ▼      |
| Other Remarks- 125 characters are allowed |  |      |        |
| <input type="text"/>                      |  |      | 125    |



# Certifying Chapter 33 Non-Standard Terms

## Step 7:

- Select “Graduate Non-Standard” Term from the list of VBA Standard Remarks

[https://10.205.5.30/?TERM\\_ID=37495038&TERM\\_LINE\\_ID=93549997&RECORD\\_TYPE\\_CD=VIRTUAL-VA-ON](https://10.205.5.30/?TERM_ID=37495038&TERM_LINE_ID=93549997&RECORD_TYPE_CD=VIRTUAL-VA-ON)

|   | Remarks |
|---|---------|
| Acceleration Certification On File.   |         |
| Application Sent Via US Mail.   |         |
| Student Applied Using VONAPP.   |         |
| Student's Signed Request For Change Of Program/Place Of Training Is On File.                      |         |
| Reporting Credit For Prior Training.  |         |
| Course(S) Being Pursued At Branch Location:   |         |
| Practical Training Course(S) Taken.   |         |
| Remedial Training Course(S) Taken.  |         |
| Concurrent Enrollment At Secondary School:  |         |
| Student Called To Active Duty.  |         |
| Reporting Ch 33 Enrollment Or Change Prior To 8-1-11. Separate Tuition And Fees Are:              |         |
| Student Eligible For Restored Rates. Separate Tuition And Fees Are:                               |         |
| Correcting Tuition And Fees Only  |         |
| Correcting Previously Terminated Enrollment. Notice Of Change In Student Status(S) To Follow.     |         |
| Compliance Survey Referral. Upon Completion Of Award Send Overpayment Or Underpayment Amounts To: |         |
| HURRICANE AFFECTED STUDENT  |         |
| Graduate Non-Standard Term  |         |
| Other   |         |

School Standard Remarks

Other Remarks- 125 characters are allowed

125



# Certifying Chapter 33 Non-Standard Terms

## Step 8:

After selecting the VBA Standard remark, Click “Save” and “Done”

https://10.205.5.30/?TERM\_ID=37495038&TERM\_LINE\_ID=93549997&RECORD\_TYPE\_CD=VIRT...

**Remarks** Done

| Remark Code | Remark                     | System Generated |
|-------------|----------------------------|------------------|
| 028         | Graduate non-standard term |                  |

**New Remark** Save Cancel

VBA Standard Remarks

Graduate Non-Standard Term ▼

School Standard Remarks ▼

Other Remarks- 125 characters are allowed

125





# Certifying Chapter 33 Non-Standard Terms

“Graduate Non-Standard Term” will populate in the remarks section

VA will determine the Rate of Pursuit (ROP) by dividing the number of credits taken by the number of credits your school considers full-time for the program

https://10.205.5.30/ - VA-ONCE Certs - Internet Explorer

**VA-ONCE** Cert Complete Submit

Name: CH1607MAN, RICH  
SSN: 329-88-9000  
File/Payee: 329-88-9000/00

Certs  
Program: BA ARTS  
Chapter: 33  
Training Type: Graduate

**Bio** **Certs** **VA Data** **Log** **History**

Term Name Status Facility Code Begin Date Range End Date Range Filter

| Term Name    | Info | Begin Date | End Date   | Res | Dist | R/D | Clock | LDA/EFF Date | Facility Code | Cert ID  |
|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |      |            |            |     |      |     |       |              | 22222222      |          |
| 4X LONG TERM |      | 03/26/2012 | 05/12/2013 | 0   | 0    |     |       |              | 22222222      | 13996649 |
| SR SUM 11A   |      | 07/01/2011 | 09/01/2011 | 11  |      |     |       |              | 22222222      | 12206339 |

**Edit Enrollment** Save Cancel

Facility: 22222222 Trng Type: IHL\_GRAD Prgrm: BA ARTS Prior Credit: 2

SUMMER 19 5/13/2019 7/15/2019 3 0 600.00 3

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\* TT/FT\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks **Modify Remarks List**

Graduate Non-Standard Term





## Examples of Certifying Chapter 33 Standard and Non-standard Terms





# Certifying Chapter 33 Graduate Credits

## Example 1 – Standard Term

Student takes 6 credit hours in the fall semester. Your academic regulations state 9 credits or more is full-time

Certify 6 credit hours and enter 9 in the TT/FT box

VA will divide credits taken by credits considered full-time to determine the rate of pursuit ( $6 \div 9 = .66$ )

The student's rate of pursuit is 70%

**Remember:** Do not add remarks for Standard Terms

**VA VANCE** | Name: CH1607MAN, RICH | Program: BA ARTS | Chapter: 33 | Training Type: Graduate | **2**

edvesheh | 2-2-2222-22 | File/Payee: 329-88-9000/00

**Certs** | Bio | VA Data | Log | History

Term Name | Status | Facility Code | Begin Date Range | End Date Range | Filter

| Term Name    | Info | Begin Date | End Date   | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID  |
|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| 2            |      |            |            |     |      |     |       |              | 22222222      |          |
| 4X SUMMER 19 |      | 05/13/2019 | 07/15/2019 | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 4X LONG TERM |      | 03/26/2012 | 05/12/2013 | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |      | 07/01/2011 | 09/01/2011 | 11  |      |     |       |              | 22222222      | 12206339 |

**Edit Enrollment** | Save | Cancel

Facility: 22222222 | Trng Type: IHL\_GRAD | Prgrm: BA ARTS | Prior Credit: **2**

FALL 2019 | 8/15/2019 | 12/15/2019 | 6 | 0 | | | 1200.00 | 9

Term Name | Begin Date\* | End Date\* | Res | Dist\* | R/D | Clock | T & F\* | TT/FT\*

☐ Advance Pay | ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks | [Modify Remarks List](#)

Tasks | Margin | Help



# Certifying Chapter 33 Graduate Credits

## Example 2 – Non-Standard Term

Student takes 3 quarter hours in a non-standard term. Your school has an individually defined Full-time modifier of 3 for this non standard term, as published in the school catalog

Certify 3 quarter hours and enter 3 in the TT/FT box

Click the “Modify Remarks List” and select VBA Standards Remarks; then select “Graduate Non-Standard Term” from the VBA Standard Remarks

VA will divide credits taken by credits considered full-time to determine the rate of pursuit ( $3 \div 3 = 1$ )

The student’s rate of pursuit is 100%

The screenshot displays the VA VANCE system interface. At the top, the 'Certs' tab is selected, showing student information: Name: CH1607MAN, RICH; SSN: 329-88-9000; File/Payee: 329-88-9000/00; Program: BA ARTS; Chapter: 33; Training Type: Graduate. The 'Bio' tab is also visible. Below the tabs, a table lists enrollment records. The 'Edit Enrollment' form is open for the 'SUMMER 19' term, showing details like Facility Code (22222222), Trng Type (IHL\_GRAD), Prgm (BA ARTS), and Prior Credit (2). The form includes fields for Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, T & F\*, and TT/FT\*. The TT/FT\* field is set to 3. There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A 'Remarks' section is visible with the text 'Graduate Non-Standard Term' and a 'Modify Remarks List' button.

| Term Name    | Status | Facility Code | Begin Date Range | End Date Range | Filter |
|--------------|--------|---------------|------------------|----------------|--------|
| 2 SUMMER 19  |        |               | 05/13/2019       | 07/15/2019     |        |
| 4X LONG TERM |        |               | 03/26/2012       | 05/12/2013     |        |
| 5R SUM 11A   |        |               | 07/01/2011       | 09/01/2011     |        |

**Edit Enrollment**

Facility: 22222222 Trng Type: IHL\_GRAD Prgm: BA ARTS Prior Credit: 2

SUMMER 19 05/13/2019 07/15/2019 3 0 600.00 3

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\* TT/FT\*

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Graduate Non-Standard Term [Modify Remarks List](#)



# Certifying Chapter 33 Graduate Credits

## Example 3 – Non-Standard Term

Student takes 3 quarter hours in a non-standard term. Your school considers 6 quarter hours to be full-time for a standard quarter. There is not an individually defined Full-time modifier published in the catalog for non standard terms

Certify 3 quarter hours and enter 6 in the TT/FT box

VA will calculate equivalent credit hours for the Non-Standard term. The equivalent credit hours will be divided by credits considered full-time to determine the rate of pursuit  
 $(7.2 \div 6 = 1.2)$

The student's rate of pursuit is over 100%

**Remember:** Do not add remarks for short non standard terms that do not have an individually defined FT modifier

**VA VANCE** | Name: CH1607MAN, RICH | Program: BA ARTS | Chapter: 33 | Training Type: Graduate | Certs: 2

edueshah | 2.2.2222-22 | SSN: 329-88-9000 | File/Payee: 329-88-9000/00

**Table:**

| Term Name | Status    | Facility Code | Begin Date Range | End Date Range | Filter |
|-----------|-----------|---------------|------------------|----------------|--------|
| 2         | 4X        | SUMMER 19     | 05/13/2019       | 07/15/2019     | 3      |
| 2         | 4X        | SUMMER 19     | 05/13/2019       | 07/15/2019     | 6      |
| 4X        | LONG TERM |               | 03/26/2012       | 05/12/2013     | 0      |
| 5R        | SUM 11A   |               | 07/01/2011       | 09/01/2011     | 11     |

**Edit Enrollment** | Save | Cancel

Facility: 22222222 | Trng Type: IHL\_GRAD | Prgrm: BA ARTS | Prior Credit: 2

SUM 19B | 7/21/2019 | 8/21/2019 | 3 | 600.00 | 6

Term Name | Begin Date\* | End Date\* | Res | Dist\* | R/D | Clock | T & F\* | TT/FT\*

☐ Advance Pay | ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks | Modify Remarks List

Graduate Non-Standard Term





# Certifying Chapter 33 Graduate Credits

## Example 4 – Non-Standard Term

Student takes 3 Quarter hours in a Non-Standard Term. As published in your catalog, your school considers 6 quarter hours to be full-time for this Non Standard Quarter

Certify 3 quarter hours and enter 6 in the TT/FT box

Click the “Modify Remarks List” and select VBA Standards Remarks; then select “Graduate Non-Standard Term” from the VBA Standard Remarks.

VA will divide the number of credits taken by credits considered full-time to determine the rate of pursuit

$$(3 \div 6 = .50)$$

The student’s rate of pursuit is 50% or exactly halftime

**Remember:** A student’s rate of pursuit must be greater than 50% to be entitled the Monthly Housing Allowance (MHA)

The screenshot shows the VANCE system interface. At the top, the 'Certs' tab is selected. The user information bar displays: Name: CH1607MAN, RICH; SSN: 329-88-9000; File/Payee: 329-88-9000/00; Program: BA ARTS; Chapter: 33; Training Type: Graduate. A sidebar on the left contains icons for Select, Admin, Reports, and Logout. The main area shows a table of enrollment records with columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/EFF Date, Facility Code, and Cert ID. The table lists four terms: SUMMER 19, SUMMER 19, LONG TERM, and SUM 11A. Below the table, the 'Edit Enrollment' form is visible, showing details for Facility: 22222222, Trng Type: IHL\_GRAD, Prgm: BA ARTS, and Prior Credit: 2. The form includes fields for Term Name (SUM 19B), Begin Date (7/21/2019), End Date (8/21/2019), Res (3), Dist (600.00), and TT/FT (6). There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. At the bottom, there is a 'Remarks' section with a text area containing 'Graduate Non-Standard Term' and a 'Modify Remarks List' button.

| Term Name    | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/EFF Date | Facility Code | Cert ID  |
|--------------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 2X SUMMER 19 |        |               | 05/13/2019       | 07/15/2019     | 3   | 0    |     |       |              | 22222222      | 43738568 |
| 2X SUMMER 19 |        |               | 05/13/2019       | 07/15/2019     | 6   | 0    |     |       |              | 22222222      |          |
| 4X LONG TERM |        |               | 03/26/2012       | 05/12/2013     | 0   | 0    |     |       |              | 22222222      | 13996649 |
| 5R SUM 11A   |        |               | 07/01/2011       | 09/01/2011     | 11  |      |     |       |              | 22222222      | 12206339 |

**Edit Enrollment** [Save] [Cancel]

Facility: 22222222 Trng Type: IHL\_GRAD Prgm: BA ARTS Prior Credit: 2

Term Name: SUM 19B Begin Date\*: 7/21/2019 End Date\*: 8/21/2019 Res: 3 Dist\*: 600.00 TT/FT\*: 6

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date: [ ]

Remarks: Graduate Non-Standard Term [Modify Remarks List]



## Conclusion

Please submit Questions on Certifying Graduate Credit  
in the Q&A Pod







## Ricardo Da Silva

- Operations Lead, Education Service, Colmery Implementation Team
- Hired by VA January 2011 as a Management Analyst
- BA Political Science, American University
- BA Law & Society, American University
- MS Political Science, Suffolk University, College of Arts & Science Boston, MA
- MS Public Administration, Suffolk University, Sawyer Business School, Boston, MA





EDUCATION SERVICE

## Sections 107, 501 & STEM Updates

Ricardo Da Silva

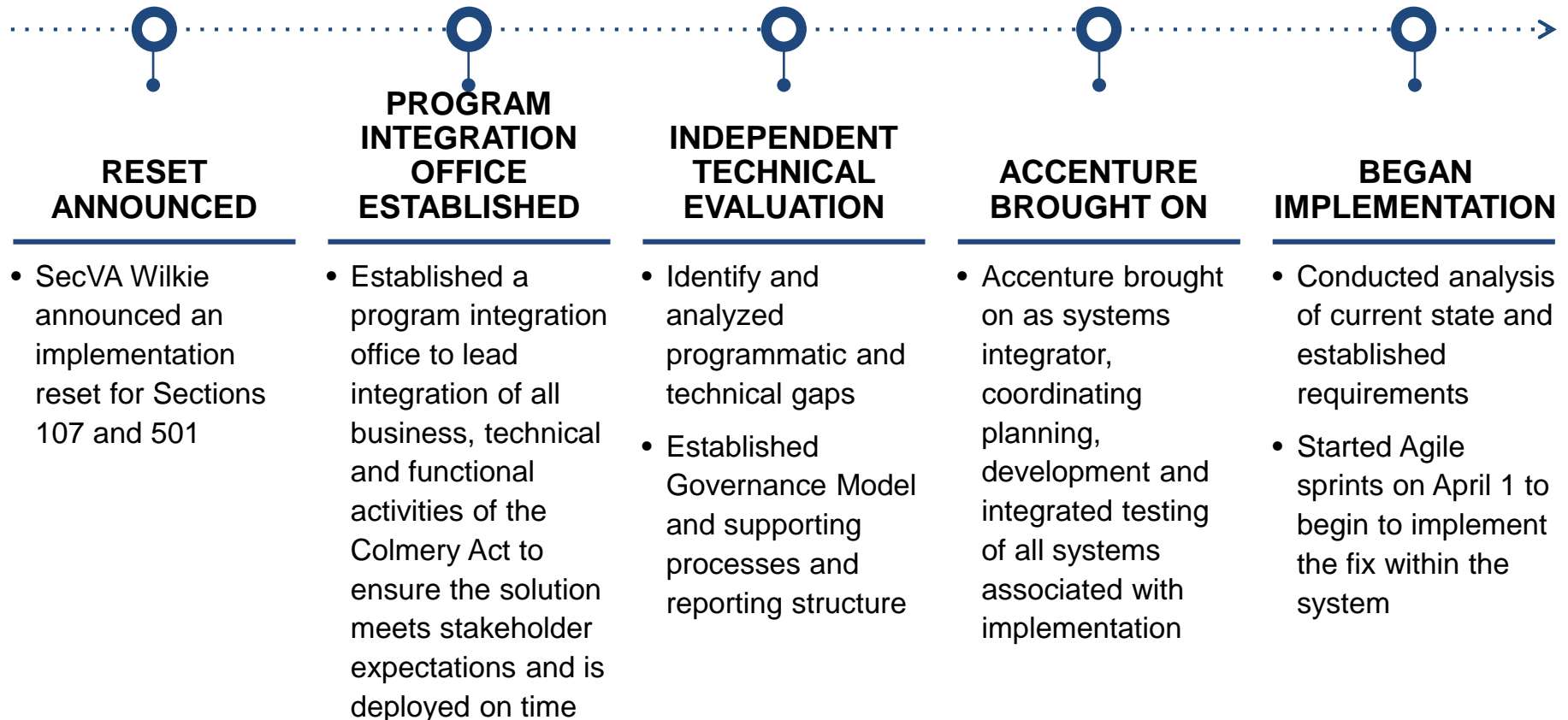
Supervisory Management Analyst





# Accomplishments to Date

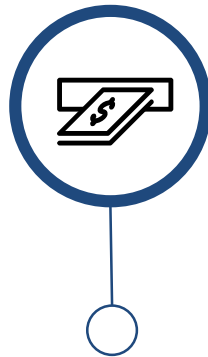
**Several key milestones have been reached as VA fulfills its commitment to fixing the system and making correct payments to students. Go-Live for system updates is set for December 1, 2019**



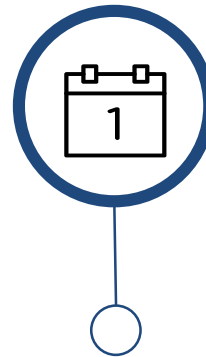


## Section 107: What to Know

**Section 107:** Calculation of the Monthly Housing Allowance (MHA) under Post-9/11 Educational Assistance Program is based on the location of the campus where the majority of classes are attended



Previously submitted or processed MHA claims impacted by 107 including **payments will be re-adjudicated**



The change will be effective from the date of implementation and will be **retroactive to August 1, 2018**



## Section 107: What to Know

**Section 107:** VA will pay Housing Allowances based on the location of the campus where classes are attended.



### BRANCH CAMPUS

A location of an educational institution that is geographically apart from and operationally independent of the main campus of the educational institution; has its own administration; and offers courses leading to a degree or other recognized education credential.



### MAIN CAMPUS

A location where the primary teaching facilities of an educational institution are located.



### EXTENSION CAMPUS

VA currently defines “extension campus” as a location of an educational institution that is geographically apart from and is operationally dependent on the main campus or a branch campus of the educational institution.



## Section 501: What to Know

**Section 501:** VA will pay Monthly Housing Allowances for the Post-9/11 GI Bill at the current academic year uncapped Department of Defense (DoD) Basic Housing Allowance (BAH) rates



2018 uncapped rates installed on December 8—this begins the path of **retroactive payments**



Until the IT solution is in place **VA will pay students at the academic year uncapped rate**



For many students, the uncapped rate will be **equal to or higher than their Fall 2018 payment**



The change will be effective from the date of implementation and will be **retroactive to August 1, 2018**



Starting in December, payments to students will be made **in accordance to rates mandated by the Colmery Act**





## December 1 Go-Live Date

**Updates will be made live on December 1, 2019 and students will be informed via letter with their adjustment status.**



### **WHAT HAPPENS ON DECEMBER 1?**

- All Section 107 and 501 updates will be live in processing systems
  - System to determine who has received a housing payment since the implementation of Colmery Act Sections 107 and 501
- 



### **WHAT IS THE IMPACT TO STUDENTS?**

- VA will send letters explaining the adjustment process
  - Anyone underpaid will receive an adjustment
  - Anyone overpaid will not be required to reimburse VA
- 

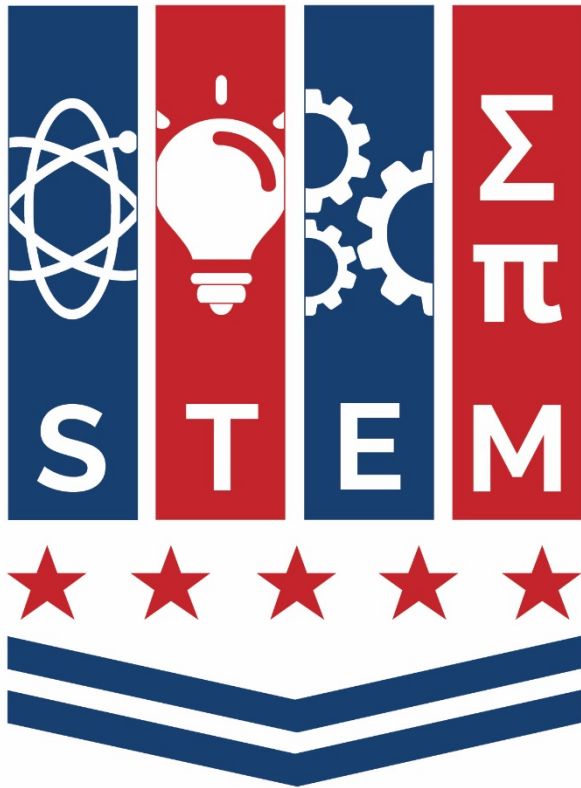


### **WHAT DO STAKEHOLDERS NEED TO DO?**

- **Be in the know:** Attend subsequent sessions, and keep an eye out for regular correspondence via email, blog posts and FAQ documents
- **Reach out:** Contact us if you have any questions, or suggestions on how to improve communications:  
[FOREVERGIBILL.VBAVACO@va.gov](mailto:FOREVERGIBILL.VBAVACO@va.gov)



# Edith Nourse Rogers STEM Scholarship



- Annual budget starts at \$25M (FY19), then \$75 (FY20-22), then \$100M (FY23+) giving Veterans lesser of 9 months of entitlement or \$30k of Ch. 33 benefits
- First application window opens Aug 1 – VA Form 22-1995
- HR 2196 will lower credit hour requirement to standard 120 semester hours
- Website with information on STEM scholarships:

<https://benefits.va.gov/gibill/fgib/stem.asp>



## #MyGIBillStory Campaign

On June 22, 2019, VA celebrates the 75<sup>th</sup> anniversary of the GI Bill®. The GI Bill established VA education programs, created VA's home loan program and greatly expanded health care resources for Veterans around the Globe!

To commemorate this milestone, VA is collecting stories that show the bill's extraordinary impact

### **Please:**

- Encourage your Veteran audience to share their personal stories.
- Be on the lookout for a “Communications Toolkit” via email
- Share campus activities with our team. Learn more at:

[www.benefits.va.gov/gibill75](http://www.benefits.va.gov/gibill75)





## Conclusion

Please submit Questions on Sections 107, 501 & STEM in the  
Q&A Pod





## Debra Morgan

- Lead Management & Program Analyst, Stakeholder Engagement Team
- Hired by VA in 2001, VHA Health Care Education Officer
- Joined VBA Education Service April 2008
- Training & Curriculum Specialist for DoD 1991-2001
- Spouse of Retired Navy Corpsman/ Petty Officer of 24 years
- BA in Education, The College of New Jersey







EDUCATION SERVICE

# Harry W. Colmery Veterans Educational Assistance Act of 2017

Public Law (PL) 115-48, Section 305

**Debra J. Morgan**  
**Lead Management Analyst**  
**Education Service**







## Legislation Summary and Definitions

Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, authorizes VA to establish training requirements for SCOs at “covered institutions”

- Training requirements are being developed in consultation with the State approving agencies (SAAs)
- VA may disapprove any course of education offered by the institution if training requirements are not met
- This section was effective on August 1, 2018



## Legislation Summary and Definitions

- A "covered educational institution" refers to an educational institution that has enrolled 20 or more individuals using VA educational assistance
- Includes IHLs, NCDs, flight schools, and apprenticeship/OJT facilities, etc., offering any type of training under approved programs



## Legislation Summary and Definitions

- A School Certifying Official (SCO) is defined as an employee of an Educational Institution with the primary responsibility for certifying Veteran enrollment at the educational institution
- VA Form 22-8794, "Designation of School Certifying Official", is required to designate individuals authorized to certify enrollment information to VA
- VA Form 22-8794 has been revised to include designation of SCOs with "Read Only" access to VA information



# Legislation Summary and Definitions

Section “B” of VA Form 22-8794 has been revised to include designation of SCOs with “Read Only” access to VA information. The image below is what you will see:

VA FORM 22-8794  
MAY 2018

OUTDATED VA FORM 22-8794, OCT 2016,  
WHICH WILL NOT BE USED.

| B. FOR READ-ONLY SCHOOL OFFICIALS WITH LIMITED AUTHORITY - LIMITED AUTHORITY IS DEFINED AS HAVING THE PERMISSION TO PREPARE ENROLLMENT INFORMATION, REQUEST INFORMATION, SUBMIT INQUIRES, ETC. IT INCLUDES ALL PERMISSIONS EXCEPT SIGNING AND SUBMITTING CERTIFICATIONS OR OTHERWISE PROVIDING ENROLLMENT DATA TO THE VA. THIS SECTION DOES NOT NEED TO BE COMPLETED FOR VA WORK-STUDY STUDENTS. ENTER SCHOOL OFFICIALS ONLY. |      |      |      |
|---|------|------|------|
| NO.   | NAME | NO.  | NAME |
| (1)   |      | (6)  |      |
| (2)   |      | (7)  |      |
| (3)   |      | (8)  |      |
| (4)   |      | (9)  |      |
| (5)   |      | (10) |      |
| 3. REMARKS  |      |      |      |
|   |      |      |      |



## Implementation Plans

### Employee Development and Training (ED&T) Support

- Partnership to develop value added learning opportunities to include online training modules, Instructure led training and training metrics
- Subject Matter Experts (SMEs) identified to validate content based on the most current procedures, policies and regulations
- Learning Performance Consultants (LPCs) engaged to design and develop tailored training programs



## Implementation Plan

- Training requirements must be met on an annual basis
- Training is available in 2 phases
- New SCO's must complete training on specific topics
- Existing SCO's will be required to complete a combination of training topics, of their choosing based on individual needs



**Note: SCO's who are not subject to training requirements (i.e. existing SCO's whose school has less than 20 VA eligible students enrolled) are welcome to take the training and will have access via the GI Bill Website for School Administrators**





# Implementation Plan

## Phase 1

All New SCOs (covered and non-covered educational institutions) designated on or after August 1, 2018 are required to:

- 10 online training modules
- All New SCOs given 14 days to complete the training from the date of designation as a SCO
  - ☐ Initial notice of 14-day time limit
  - ☐ 7-day reminder notice
  - ☐ Notice of non-compliance to SCO and ELR
- New SCOs will not be authorized access to VA-ONCE until training is complete



# Implementation Plan

## Phase 2

- Available August 1, 2019, and applies to existing SCOs (designated prior to August 1, 2018) who are continuing employment after August 1, 2019
- Existing SCOs under covered educational institutions will have one full year in which to complete training
- Each year, requirements must be met between August 1 and July 31 of the following year
- Two options for meeting training requirements
  - ☐ Online training
  - ☐ Conference training attendance



# Implementation Plan

## Phase 2 – Online Training

- Online will include modules on a variety of topics
- VA may mandate specific training modules as required refresher training for all SCOs.
- Unless otherwise designated, SCOs may choose any combination of training topics in order to meet the training requirements
- Specialized training for specific types of facilities (i.e. NCD only, flight only, OJT/Apprenticeship, etc.)
- Training credit will be granted upon training completion



## Phase II Training Programs

### Online Module Training

1. On-the-Job Training/Apprenticeship Programs
2. Vocational Flight
3. Non-College Degree (NCD) Programs Only
4. IHL Only
5. IHL with NCD Programs
6. IHL with Flight Programs
7. Compliance Survey Guidelines
8. VA-ONCE IHL Programs
9. VA-ONCE NCD Programs

### School Conference Training

1. New School Certifying Official Training
2. Advance School Certifying Official Training
3. Flight School Program at IHLs
4. Education Programs and Benefits for Family Members
5. Certification Process for Non-College Degree Programs
6. Program Approval and the State Approving Agency
7. VA Debt Management Center
8. School Liability
9. Yellow Ribbon
10. Work-Study
11. Study Abroad



# Implementation Plan

## Phase 2 – Conference Attendance

- Specific topics to be covered at all SCO conferences based on existing best practices
- Training developed nationally
- Established QR code to track completed training





## Implementation Plan

### Phase 2 – Compliance Survey Mandated Training

- VA/SAA may mandate training based on issues or discrepancies identified during compliance surveys
- SCOs will be advised of additional required training topic(s)
- SCOs will be given 30 calendar days to complete the training







# Communication Strategy

VA has developed a multi-faceted communication strategy to keep SCO community abreast of implementation updates:

- Webinars
- National and Regional SCO Conferences
- SCO Page/GI Bill website
- VA Once News flash
- Electronic Mail Delivery





## Conclusion

Please submit Questions on Section 305, Required SCO Training within the Q&A Pod





**The success of our Servicemembers, Veterans, and Beneficiaries largely depends on you! Your work in assisting VA Students is critical to the timely Processing and Payment of their VA Educational Benefits.  
We could not do our job without you!**

**There will be silence until 2:00pm EST**

The **Only** Way To Hear Today's Presentation Is Via the VANTS Line (Not via your PC)  
**Dial 1-800-767-1750 ; Access Code 37639#**

### General Housekeeping Guidelines

- ☐ Please ensure your telephones are muted, and please do not place this call on hold
- ☐ Please ensure your Adobe Audio is muted – Click the Speaker Icon at the top of the Toolbar to Mute Your Speakers
- ☐ The Chat Pod is for your Personal Use, but please remember...this is a VA Forum  
Your professionalism is greatly appreciated
- ☐ The Q&A Pod is for submitting official inquiries to VACO Education Service personnel