

Work Study Benefit

PRESENTER

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Program Highlights

Use the GI Bill Ask a Question website for Work Study document submission and questions.

You'll receive a response once the request is processed, or if Work Study needs more/corrected/denial information.

Site Supervisors may call the VA Work Study department at 1-855-225-1159, option #2.

Work Study students may call the Education Call Center at 1-888-442-4551.

Work Study minimum wage 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.

Supplements VA Education benefit, and is non-taxable.



Work Site Approval and Tasks

To be an approved Work Study work site, the institution must fill out a Work Site Application/Position Description and send to Work Study via the GI Bill Ask a Question website.

The duties depend on the work site type; must be on the site's approved Position Description; must be 100% VA related.

Site Supervisors must be a permanent employee of the site; provide direct supervision to students; ensure only approved hours are worked within the approved dates.

Students at educational institutions may assist in processing VA paperwork or the gathering of information needed to fulfill VA reporting requirements. Students can disseminate information on VA benefits and services and provide assistance to individuals in obtaining these benefits.



Eligibility and Application

To qualify, students must be receiving a VA Education benefit at a level of $\frac{3}{4}$ time or greater.

VA Education benefits consist of CH30, CH31, CH32, CH33, CH35, CH1606.

Students should complete the Application for Work Study Allowance, VA Form 22-8691.

Site Supervisor must review the application and submit to Work Study. Check field 11 for accuracy.

Applications may be submitted up to 45 days prior to the term.

Contract hours are calculated at 25 hours per week of enrollment, prorated for partial weeks, with consideration given as to when the request was received.



Contract Extensions

A contract extension will extend the students current contract to provide new allotted hours and a new timeframe based on enrollment.

A contract extensions may begin up to 30 days before the next enrollment starts.

Zero hour contract extensions are used at the end of a contract and allows extra time to work remaining hours.

Zero hour contract extensions are not to exceed 30 days after the end date of the previous contract.

Contract extensions and zero hour extension requests can be submitted through the GI Bill Ask a Question site.

Do not allow students to work until approval is given by Work Study.



Contract Agreement and Time Records

Site Supervisors should obtain the student's signature on the agreement, VA form 22-8692, and return it to Work Study.

Advance payment and time records cannot be processed until the signed contract is received.

Time records may be submitted every 50 hours or 2 weeks, whichever comes first.

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.



Resources

- GI Bill Ask a Question Website –

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

- Department of Labor Minimum Wage –

<https://www.dol.gov/agencies/whd/minimum-wage/state>