

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: 855-225-1159, Option #2
- Work Study students may call the Education Call Center at: 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

Impact of Public Law 116-140 (Work Study)



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Public Law 116-140 Highlights

- On April 28, 2020, the Student Veteran Coronavirus Response Act of 2020 was signed into law. Public Law (PL) 116-140 provided additional assistance to Veterans regarding the Novel Coronavirus (COVID-19) and its impact on VA Education benefit
- Authorizes Work Study payments to continue in the case of an individual who had an active contract on March 1, 2020 and was in receipt of Work Study payments but is unable to continue to perform the qualifying activities or had a reduction in hours due to COVID-19
- Authorizes Work Study to extend the Work study agreement for any subsequent periods of enrollment for those individuals who had an active contract on March 1, 2020 and were in receipt of Work Study payments but is unable to continue to perform the qualifying activities or had a reduction in hours due to COVID-19
- The period covered is March 1, 2020 to December 21, 2020



Qualifications

- The Work Study student must be in receipt of the Work Study allowance with an active contract as of March 1, 2020
- The student's work had to be affected by COVID-19, by either having their hours reduced or having no work at all
- The student will be paid 25 hours per week, every two weeks, until the restrictions surrounding the qualifying work are lifted, the student's contract ends, the total approved contract hours are reached, or December 21, 2020, whichever occurs first
- The student must still meet Work Study eligibility requirements and be performing approved duties
- Work Study students who elect not to work when a work site is operational, shall not be paid these continuation of Work Study payments
- Students who continue to perform the qualifying work per their contract are not affected by this law. Site Supervisors will continue to verify hours worked as before. Students will be paid as hours are submitted and verified



Procedures for Reporting

- Students with reduced hours or experiencing the inability to work due to COVID-19 can be retroactively paid from the later of March 1, 2020, or the date when COVID-19 prevented the student from working as usual
- The Site Supervisor must report the student has a reduction in hours or is unable to work due to reasons associated with COVID-19
- On the student's time record you must report the date when the student was no longer able to work or had their work hours reduced
- When filling out the time record, please write “**COVID**”, next to the initials for the periods in which you’re requesting payment
- Work study will pay 25 hours per week for a student that has been unable to work or had their hours reduced due to COVID-19



Time Record Example A

EXAMPLE A:

1. AGREEMENT CONTROL NUMBER		2. NAME OF STUDENT		3. FILE NUMBER (If Ch. 35, include prefix)	
		4. APPROVED PERIOD OF EMPLOYMENT (Month, day, year)		5. TOTAL NO. OF HOURS TO BE WORKED	
A. FROM 01/13/2020		B. TO 05/13/2020			
INSTRUCTIONS: Use Item 8, Remarks, to show changes in Item 7.					
6A. PLACE OF EMPLOYMENT					
6C. MAILING ADDRESS OF SUPERVISOR					
7. SCHEDULED HOURS			8. ACTUAL HOURS		
DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITIALS STUDENT	DATE	HOURS
01/15/20	5	5		03/10/20	8
01/16/20	5	10		03/16/20	8
01/20/20	5	15		03/17/20	5
01/22/20	5	20		03/18/20	8
01/24/20	5	25		03/19/20	1
01/27/20	5	30		03/20/20	1
01/29/20	5	35		COVID 3-20	2
				03/24/20	2
				03/25/20	2
				03/26/20	2
				03/27/20	2
				COVID 3-27	17
02/24/20	8	106			
02/28/20	8	114			
03/02/20	8	122			
03/04/20	8	130			
8. REMARKS					
CERTIFICATION					

Student is only able to work 23 hours from March 16th - March 20th due to COVID. An additional entry for the last day of the week (March 20) is entered to reflect "COVID" and the remaining hours of 2 should be entered to allow for full 25. Student will receive payment for all 25 hours since reduced hours in work were related to COVID.

In this example, the student is only able to work 8 hours for the week March 24th- March 27th, due to COVID related circumstances. Therefore, in order for the student to receive payment for all 25 hours for the week, the Site Supervisor should add a "COVID" entry for the last date of the week the student worked and place the difference in hours total 25.



Time Record Example B

EXAMPLE B:

VA Department of Veterans Affairs		TIME RECORD (WORK-STUDY PROGRAM)					
1. AGREEMENT CONTROL NUMBER		2. NAME OF STUDENT			3. FILE NUMBER (If Ch. 35, include prefix)		
		4. APPROVED PERIOD OF EMPLOYMENT (Month, day, year)			Expiration Date: 01/31/2021		
A. FROM 01/13/2020		B. TO 05/13/2020					
INSTRUCTIONS: Use Item 8, Remarks, to show changes in Items 6A and 6B.							
6A. PLACE OF EMPLOYMENT							
6C. MAILING ADDRESS OF SUPERVISOR							
7. SCHEDULE OF HOURS							
DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITIALS		END DATE	STUDENT	SUPV.
			STUDENT	SUPV.			
01/15/20	5	5			03/10/20	5	138
01/16/20	5	10			03/16/20	8	146
01/20/20	5	15			03/17/20	5	151
01/22/20	5	20			03/18/20	8	159
01/24/20	5	25			COVID 3-19	2	161
01/27/20	5	30			COVID 3-20	2	163
01/29/20	5	35			COVID 3-23	5	168
02/04/20	5	40			COVID 3-24	5	173
02/05/20	5	45			COVID 3-25	5	178
02/10/20	5	50			COVID 3-26	5	183
02/12/20	8	58			COVID 3-27	5	188
02/14/20	8	66			COVID 3-30	5	193
02/17/20	8	74			COVID 3-31	5	198
02/19/20	8	82			COVID 4-1	5	203
02/21/20	8	90			COVID 4-2	5	208
02/24/20	8	98			COVID 4-3	5	213
02/26/20	8	106					
02/28/20	8	114					
03/02/20	8	122					
03/04/20	8	130					
8. REMARKS							
CERTIFICATION							

In the below example the student was able to work up through March 18th. Since the student could not work in a remote setting effective March 19th, due to COVID, the Site Supervisor should enter the remaining hours due for the week to total 25. All subsequent days that the student cannot work due to COVID an entry of 5 hours per day, totaling 25 for the week, should be entered and then submitted to VA.



Procedures for Reporting Continued

- Work Study is unable to pay future dates
- For payments over \$1,500.00, there's a system pay limit of \$1,500.00 that requires multiple payments processed daily until complete
- Students can continue to receive the payment for 25 hours through December 21, 2020 if the emergency situation continues
- Work Study will write new contracts for the student based on enrollment. These should be requested by Site Supervisors as they normally would



Other Considerations

- Students that did **not** have a contract spanning March 1, 2020, can receive new Work Study contracts but would **not** be eligible to receive the 25 hours per week payment
- Work Study is a VA Education benefit; therefore, unemployment *may* not be approved. However, if the student has any unemployment benefit questions, they should contact their state or local unemployment office
- If a student or Site Supervisor's signature/initials are unable to be obtained due to COVID-19, the Site Supervisor must include this information in the body of the “Ask a Question” submission
- The Site Supervisor may submit the Student Work Study Agreement (VA Form 8692) stating the student read and understands the contract; however, the student could not sign the form due to COVID-19 circumstances
- The Site Supervisor remains responsible for making sure the student is working on approved tasks and maintaining records of how hours worked were verified



Resources

- [**GI Bill® Ask a Question Website**](#)
- [**Online SCO Handbook – Work Study**](#)
- [**Frequently Asked Questions \(FAQs\) for Work Study Site Supervisors Regarding PL 116-140 \(Work Study\)**](#)
- [**Sample Time Record for PL 116-140 \(Work Study\)**](#)

