



**Education Service  
School Certifying Official Training  
Work Study Allowance Program**



# Learning Objectives

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

- Describe the benefits of the Work Study program
- Identify the criteria used to select students
- Describe the duties of a site supervisor
- Understand Work Study contracts
- Identify the requirements for payments
- Understand Public Law 116-154 Improvement to Work Study Act
- Understand the impact of Public Law 116-140 and 116-159
- Know how to contact Work Study





# Topics

- **Overview of the VA Work Study Program**
- **Student and Facility Qualifications**
- **Work Study Policies**
- **Public Law 116-154 Improvement to Work Study Act**
- **Impact of Public Law 116-140 and 116-159**





## Overview of the VA Work Study Program



## What is the Work Study Program?

Work Study is:

- A Veterans Administration (VA) tax exempt education benefit
- Paid to students for performing VA-related activities
- **Not** income





## Benefits to the Institution

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







## **Student and Facility Qualifications**



## Student Qualifications (1 of 2)



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

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





## Student Qualifications (2 of 2)



Students must also:

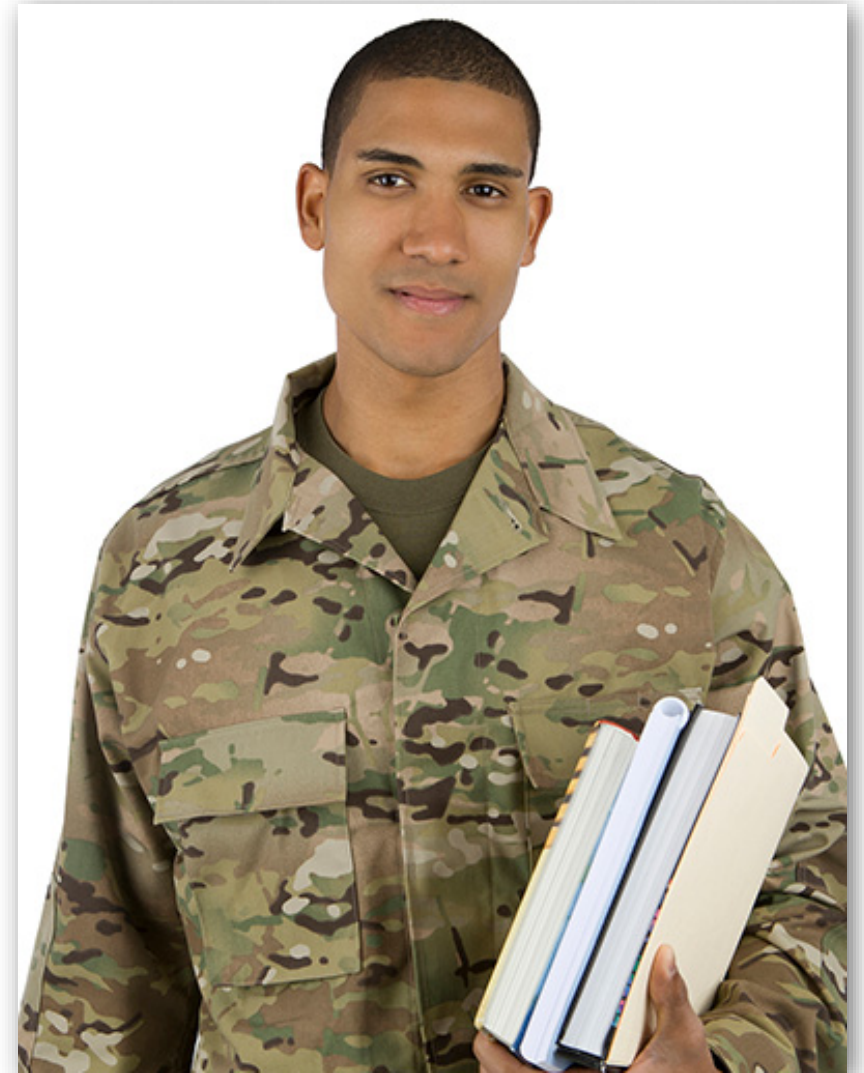
- Be enrolled in an approved degree, vocational or professional program
- Be at a rate of  $\frac{3}{4}$  time or higher; or, 75% ROP for Ch33 participants
- Work at a VA approved work site



## Student Selection

The following factors need to be carefully evaluated:

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





## Facility Qualifications

Work Study sites include, but are not limited to:

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







## Duty Qualifications



Work Study job duties must:

- Perform the work specifically listed in the site's job description
- Be 100% VA-related activities performance tasks
- Work solely at the specific work site listed on the time record
- Only VA facilities are permitted to allow Work Study students to provide transportation or operate a motorized vehicle



## Duty Qualifications at Education Facilities



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

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



## Site Supervisor Responsibilities



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





## Section Review

Students must receive benefits through Title 38 or Title 10 in order to qualify for Work Study.

- True
- False



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- True
- False



## Section Review

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

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





## Section Review

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

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## **Work Study Policies**



# 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





## Work Study Contracts



If approved:

- Contract and time record sent to site supervisor
- Time frame and number of approved hours
- Students may not begin working prior to VA approving the contract

If denied:

- Denial letter sent to student
- Courtesy email sent to site supervisor



# Hours of Service

## Maximum Hours

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





## Extensions (1 of 3)

### Contract Extension

- A continuation of the original agreement
- Begins when previous contract ends or 30 days before next term starts
- All hours from previous contract not worked by the END DATE are forfeited
- Contract extensions requests can be submitted through the GI Bill ® Ask a Question site
- Must be approved by VA







## Extensions (2 of 3)

### Working 30 days prior to begin date

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





## Extensions (3 of 3)

### Zero Hour Extension

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





## Work Study Payments



- Paid in 50 hour increments or two weeks, whichever comes first
- Paid the higher of either the state or federal minimum wage
- Once a new rate has taken effect by the Department of Labor, any hours worked on or after the effective date will be paid at the higher rate
- Time Records processed in order of receipt
- VA will not process and pay out “Future Dates”
- VA will not make time record corrections
- Students will not be paid prior to the date VA approved
- An email notification is sent to the student and site supervisor when the payment has been processed





## Advanced Pay



Students may elect (from the application) to be paid in advance for 50 hours in their Work Study agreement

- The advance payment is recouped from the first regular payment
- Students must fulfill their requirement within 60 days of starting their contract



# Student Reduction or Terminations



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

## Reduction

- In most instances, VA allows the student to continue/finish
- If the pattern continues, VA will notify site and student

## Termination

- Contract stopped at the end of the month of the withdrawal
- If advancement received, the student is allowed to work until it's paid



## Section Review

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

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





## Section Review

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

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## Section Review

The VA will process and pay out “Future Dates” for payments.

- True
- False



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## Submitting VA Work Study Documents

All Work Study documents should be submitted through the GI Bill “Ask a Question” website.

- Select “Work Study” from the category drop down menu along with the appropriate subcategory (Application, Inquiry, Time Card, Signed Contract, Position Description)
- Do not include personal identifiable information in the subject line of your request
- Enter the student’s file number or agreement control number in the body of the message
- A field toward the bottom of the page will allow you to attach documents
- Create a new incident for each document submission or inquiry
- Do not submit multiple students on one entry
- You’ll receive a response once the request is processed, or if Work Study needs more/corrected/denial information





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



# Public Law 116-154 Highlights

- Public Law (PL) 116-154 added 38 U.S.C. 3485(a)(4) which allows a 154AF to pay WS 8690-Time Records for all students receiving GI Bill benefits at their facility, and non-154AF facilities. Public Law (PL) 116-154 154AF participation is voluntary
- A 154 Administering Facility (154AF) (i.e. a facility administering WS payments through 38 U.S.C. 3485(a)(4), as added by PL 116-154) can be an approved education facility that has a Facility Code assigned to it, with students receiving GI Bill benefits at that institution (e.g. CH33, CH1606, CH35, CH31). These can be Institutions of Higher Learning (IHL), or Non-College Degree (NCD) facilities. Non-154AF is not voluntary. If a student is enrolled at an approved 154AF educational institution, and that same student is a Work Study at a non-154AF work site; that non-154AF does not have the option to opt-out of the 154AF certification and payment system
- A Non-154 Administering Facility (non-154AF) is an approved VA WS work site that is not approved to administer the payment of Work Study benefits due to them not meeting the requirements of being an educational institution that has GI Bill students receiving VA Education benefits at that site. These include VA Regional Offices, VA Medical Centers, VA National Cemeteries, other VA Facilities, State Cemeteries, State Approving Agencies, Domiciliary Care Facilities, non-VA Facilities, and Vet Success Centers
- Approved 154AF will be receive a lump sum amount which must be used to pay VA Work Study students only
- Academic year and funding: August 1<sup>st</sup> to July 31<sup>st</sup>
- Up to 25% of remaining lump sum payment can carry over from one academic year to the next





# Administering Facility Responsibilities

- Complete and submit the PL 116-154 Participation Form, 22-10270, within the open enrollment period
- Submit a PD, 22-10219, to VA WS for review and dis/approval every year (if your 154AF has WS students working there)
- Be aware and follow all pertinent laws, policies, and changes applied to the Work Study program
- Provide customer service to all non-154AFs and work sites your GI Bill students work at as a WS student
- Provide customer service to all WS students, at your 154AF and all non-154AFs your site handles
- Provide a Point of Contact for WS, who is a permanent employee of the 154AF
- Pay students at both your 154AF, and non-154AFs, in a timely fashion. Payments must be processed within 5 business days
- Pay students who requested an advance payment in a timely fashion. Payments must be processed within 5 business days
- Only pay for time worked during the approved contract dates, at the approved work site, after receiving the signed 8692-Agreement



# Administering Facility Responsibilities

- Accept completed 8690-Time Records only from the Site Supervisor
- Be aware of State/Federal minimum rate changes, updating records and paying those rates
- Be responsible for collecting all debts. For example, the student was overpaid due to them terminating enrollment, yet they still worked
- Immediately submit all processed VA Form 8690-Time Records, and VA Form 8692-Agreements, to the VA WS department (within 5 business days after processing)
- Establish and maintain an internal control system of checks and balances that ensures no office can both authorize payments and disburse funds to students
- Have a report recording the name of the WS student, payment amounts, the associated Agreement Control Number (s), work site name, the account in which funds are being sent, GI Bill benefit used under that contract, and the dates those payments were made for all 8690-Time Records submitted to your facility for payment. Submit monthly and end-of-year fiscal reports to VA Work Study by the due date
- The VA Work Study funds cannot be merged with amounts available for the general fund of the institution



## Non-Administering Facility Responsibilities

- Submit all 8690-Time Records, and 8692-Agreements to the POC at the 154AF your WS student is receiving GI Bill benefits at, if that educational institution is a participating 116-154 facility
- Reach out to the 154AF customer service for any issues related to processing your 8690-Time Record or 8692-Agreement
- Send all 8691-Applications and zero hour/extension requests to VA WS for contract dis/approval
- Submit a PD to VA WS for review and dis/approval every year
- Reach out to VA WS for any issues you experience relating to the processing of your 8691-Application and zero/extension request or PD
- Non-154AFs are not permitted to opt out if the student's educational institution is an approved and participating 154 facility





# Work Study Responsibilities

- Processing all WS Work Site Applications/Position Descriptions
- Processing 116-154 Participation Forms
- Processing Work Site Supervisor Update Forms
- Processing student applications, VA Form 8691-WS Application
- Processing student zero hour/extension requests
- Reconcile 116-154 participating 154AFs academic year payments
- Processing and paying all 8690-Time Records and 8692-Agreements for those WS students whose educational institution is not participating in PL 116-154 as a 154AF



## **Impact of Public Law 116-140 and 116-159**



## Public Law 116-140 and PL 116-159 Highlights

- Public Law (PL) 116-140 and PL 116-159 provide additional assistance to Veterans regarding the Novel Coronavirus (COVID-19) and its impact on VA Education benefits
- Authorizes Work Study payments to continue in the case of an individual who had an active contract 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 and were in receipt of Work Study payments but are unable to continue to perform the qualifying activities or had a reduction in hours due to COVID-19
- The period covered under PL 116-140 is March 1, 2020, to December 21, 2021. Students must have an active contract before March 1, 2020
- The period covered under PL 116-159 is September 30, 2020, to December 21, 2021. Students must have an active contract after March 1, 2020 and worked at least 1 hour



# Qualifications and Procedures

- The Work Study student must be in receipt of the Work Study allowance with an active contract that was interrupted due to COVID-19
- 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, 2021, 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
- On the student's time record the Site Supervisor must report the date when the student was no longer able to work or had their work hours reduced and write "**COVID**", next to the initials for the periods in which they're requesting payment





# 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 It						
6A. PLACE OF EMPLOYMENT						
6C. MAILING ADDRESS OF SUPERVISOR						
7. SCHEDULE						
DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITIALS	STUDENT		
01/15/20	5	5				
01/16/20	5	10				
01/20/20	5	15				
01/22/20	5	20				
01/24/20	5	25				
01/27/20	5	30				
01/29/20	5	35				
					03/10/20	8 138
					03/16/20	8 146
					03/17/20	5 151
					03/18/20	8 159
					03/19/20	1 160
					03/20/20	1 161
					COVID 3-20	2 163
					03/24/20	2 165
					03/25/20	2 167
					03/26/20	2 169
					03/27/20	2 171
					COVID 3-27	17 188
02/26/20	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 16<sup>th</sup> - March 20<sup>th</sup> 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 24<sup>th</sup>- March 27<sup>th</sup>, 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:

Expiration Date: 01/31/2021

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)									
A. FROM			B. TO						
01/13/2020			05/13/2020						
<b>INSTRUCTIONS:</b> 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		DATE	NO. OF HOURS	CUMULATIVE TO 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									

In the below example the student was able to work up through March 18<sup>th</sup>. Since the student could not work in a remote setting effective March 19<sup>th</sup>, 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.



## Other Considerations

- 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
- Work Study will write new contracts for the student based on enrollment. These should be requested by Site Supervisors as they normally would



# 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 \(Work Study\)](#)
- GI Bill Ask a Question Site Supervisor number 1-855-225-1159, option 2
- Work Study students may call 1-888-442-4551
- [PL 116-154 Improvement to Work Study Act Training Video](#)





You should be able to:

- Describe the benefits of the Work Study program
- Identify the criteria used to select students
- Describe the duties of a site supervisor
- Understand Work Study contracts
- Identify the requirements for payments
- Public Law 116-154 Improvement to Work Study Act
- Understand the impact of PL 116-140 and 116-159
- Know how to contact Work Study





## Q & A





**Thank you for your time today!**