Department of Veterans Affairs

Work-Study Allowance Program

Site Supervisor Handbook

Muskogee RPO

December 2012

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IMPORTANT

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE CONTRACT IS SIGNED BY THE STUDENT AND RETURNED TO THE VA VIA EMAIL OR FAX.

HOURS WORKED PRIOR TO THE APPROVAL DATE OR THE BEGINNING DATE OF THE CONTRACT, WHICHEVER IS LATER, CANNOT BE PAID.

Work-Study Contact Information

Hours of Operation:
8:00 A.M. to 5:00 P.M. CST
Monday through Friday, excluding federal holidays

****

Email: workstudy.vbamus@va.gov (please do not send emails directly to Work-Study personnel)

****

Fax: (918) 781-7868 or (918) 781-7785

****

Telephone Number: (918) 781-7878

This number is for Work-Study Site Supervisors only. Please do not give this number to students.

****

Mailing address:

Work-Study Department
Muskogee Regional Processing Office
125 South Main
Muskogee, OK 74401

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What is the Work-Study Allowance Program?

The Work-Study Allowance Program offers an additional non-taxable allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue and accomplish educational goals.

Work-Study students earn an hourly wage equal to the federal minimum wage, or the state minimum wage, whichever is greater.

Who is eligible to participate in the Work-Study Allowance Program?

To participate in the Work-Study Allowance Program, the student must be receiving benefits under one of the following education programs:

- Title 38, U.S.C., Chapter 30: The Montgomery GI Bill
- Title 38, U.S.C., Chapter 31: Vocational Rehabilitation
- Title 38, U.S.C., Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program
- Title 38, U.S.C., Chapter 33: The Post-9/11 GI Bill / Fry Scholarship
- Title 38, U.S.C., Chapter 35: Dependents' Educational Assistance Program
- Title 10, U.S.C., Chapter 1606: The Montgomery GI Bill – Selected Reserve
- Title 10, U.S.C., Chapter 1607: The Reserve Educational Assistance Program

- VOW/VRAP benefits are not eligible for the Work-Study Allowance Program

The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of ¾ time or greater.

NOTE: Neither federal employees nor students receiving VA education benefits, while participating in an internship program at a VA facility, are eligible to participate in the Work-Study Allowance Program simultaneously at a VA facility.

What locations can be approved as Work-Study sites?

Work-Study sites include, but are not limited to VA Regional Offices, VA Medical Centers, Domiciliaries, Educational Institutions, National Cemeteries, State Cemeteries, other VA Facilities, non-VA Facilities, State Approving Agencies, and Vet Success Centers (as established under 20 U.S.C. 1161t).

How does a facility request Work-Study site approval?

Potential Site Supervisors must complete the "Department of Veterans Affairs Work-Study work site application/position description" form found in this handbook, and submit the form to the VA Work-Study Department via Email or fax for evaluation. Once the position description is approved, the Site Supervisor is notified and students can begin requesting placement at that site. If the position description is disapproved, a denial letter will be sent to the site.

What duties can a Work-Study student perform?

Work-Study students must only be assigned tasks that require 100% performance of VA-related activities. Under no circumstances should a site supervisor allow students to do homework or study during their assigned Work-Study time.

Work-Study students are assigned to a specific work site and cannot perform work at any other location. **Assigning Work-Study students to other locations is cause for withdrawal of the work site.**

VA Facilities: There is no limitation as to the VA-related duties for Work-Study students at any VA facility, including, but not limited to Department of Veterans Affairs Regional Offices, national cemeteries, VA medical centers, and VA clinics. The Work-Study student must be under the direct supervision of a VA employee and the activities must be directly related to VA.

Educational Institutions: Any veterans-related position in an institution of higher learning, including Vet Success Centers (as established under 20 U.S.C. 1161t). The position description must clearly specify the nature of acceptable veteran-related activities to be performed. Acceptable activities include, but are not limited to: assisting with dissemination of general information regarding veteran benefits and/or services, providing assistance to veteran students with general inquiries about veteran benefits via phone, email, or in person, maintaining and organizing veteran-related files.

Department of Defense(DOD), Coast Guard or National Guard Facilities: Only those Work-Study students receiving educational assistance under Chapter's 1606 and 1607 may participate in the Work-Study Allowance Program at these facilities. The student can perform activities relating to administering Chapter's 1606 or 1607 education benefits. The Work-Study student must be supervised by a DoD, Coast Guard, or National Guard official. The position description form must be accompanied by a list including names and file numbers of all personnel currently receiving Chapter 1606 and/or Chapter 1607 education benefits.

Other Non-VA facilities: Other non-VA facilities can only use Work-Study students for disseminating information (outreach) on VA benefits and services, and providing

assistance to individuals in obtaining these benefits. Work-Study students may assist with general office duties that directly relate to or impact veteran students. Such duties should be necessary to ensure the success of veterans achieving educational and career goals.

Can Work-Study duties include providing transportation?

Under no circumstance can a Work-Study student be authorized to operate a motorized vehicle of any kind (including but not limited to automobiles, golf carts, forklifts, etc.), during the performance of Work-Study duties.

In addition, transportation to and from the work site is not covered under the Work-Study agreement.

How does a student apply for the Work-Study Allowance Program?

1. Student should contact an approved work site and determine if an available Work-Study opportunity exists.
2. The Work-Study Site Supervisor at the work site must be willing to hire and supervise the student.
3. Student will complete VA Form 22-8691, Application for Work-Study Allowance, if the work Site Supervisor agrees to hire the student. The application is included in this handbook or can be found at http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf. **Be sure to include the work site name and address, along with the name of the Site Supervisor, in field 11 "Work Site Preference"**. It is preferred is you use the worksite name we have given you for clarification. This worksite name is located on any time record you have already received (field 6A).
4. Send the completed student application to the VA Work-Study Department via email completed documents to workstudy.vbamus@va.gov or fax to 918-781-7868 or 918-781-7785.

Students needing assistance locating an approved work site may call the VA at 1-918-781-7878 Monday through Friday from 8:00 A.M. to 5:00 P.M. CST.

What happens after the VA receives the application?

Once VA receives the student's Work-Study application, the form is reviewed for accuracy. If all documentation is complete and eligibility is confirmed, the Work-Study application is processed.

Upon approval of the Work-Study application, VA will initiate a Work-Study contract, VA Form 22-8692, "Work-Study Agreement (Student Services" and a time record, VA Form 22-8690, "Time Record (Work-Study Program". The contract will be signed by the

VA Education Officer and will clearly state the maximum number of hours the student may work and the time frame in which the hours must be worked.

> For example: *"I, **WORK-STUDY STUDENT**, agree to perform **240** hours of service for the Department of Veterans Affairs (VA) during the period starting on or about **10/15//2010** and ending no later than **12/15/2010**.*

VA will email the contract and time record to the Work-Study Site Supervisor. The Site Supervisor should then obtain the Work-Study student's signature on the contract. The student-signed contract should be returned to VA for completion via either email or fax.

Upon receipt of the student-signed contract, VA will record the receipt of the signed contract and retain it in the student's record.

IMPORTANT

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE CONTRACT IS SIGNED BY THE STUDENT AND RETURNED VIA EMAIL OR FAX.

HOURS WORKED PRIOR TO THE APPROVAL DATE OR THE BEGINNING DATE OF THE CONTRACT, WHICHEVER IS LATER, CANNOT BE PAID.

All Work-Study documents, including applications and time records, are processed in order of receipt.

If the application is denied, a letter explaining details of the denial will be sent to the student. A courtesy copy may be sent to the Site Supervisor.

How many hours can the student work?

Approved contract hours are based on the student's qualifying enrollment at 25 hours per week, prorated for partial weeks, with consideration given as to when we received the application. Generally, the student will work during their dates of enrollment; however, in some cases, it may be possible for the student to work up to 30 days before the actual start of classes as long as they have signed a contract. A student is not limited to working 8 hours per day or 40 hours per week, but is limited by their school schedule, the hours of operation at their work site, and the number of hours approved on their Work-Study contract. We strongly caution students to budget these hours wisely.

If the student is enrolled in a program of education that spans an entire calendar year, the maximum number of hours of Work-Study service is limited to 1,300 hours in any 12-month period.

How are Work-Study payments made?

After sending the signed contract to Work-Study, the Site Supervisor will email or fax the Work-Study student's time record to VA Work-Study to report hours worked either 1) when the claimant completes 50 hours of service, or 2) once a month, whichever comes first. Hours to be paid should be kept cumulative on the time record for the entire contract or extension. Time records can also be sent on a monthly basis if the student fails to accumulate 50 hours of work within the month. For example, the Site Supervisor will submit the time record at the end of the student's first 50 hours worked, then at the end of 100 hours, 150 hours, and so on. The final time record may be for less than 50 hours if less than 50 hours remain to complete the contract, or if the Work-Study contract is terminated before completion of all hours. **No fax cover sheet** is needed unless special instructions are required. The fax numbers provided are used exclusively by the Work-Study team.

Once the time record is received (faxed or emailed), it is reviewed for legible entries, cumulative hours, student and Site Supervisor initials, Site Supervisor signature, approved dates/hours that are being reported, and the calculation of cumulative hours. If errors are found, the time record will be returned (or emailed) to the Site Supervisor for correction. VA cannot make time record corrections. Please note: amended or created time records cannot be accepted. All hours are to be reported on the original time record created by Work-Study. Additional copies of time records can be requested if needed. Be sure to submit all copies of time record pertinent for the pay period in question.

All Work-Study documents, including applications and time records, are processed in order of receipt. VA strives to process all claims as quickly as possible. Actual processing timeframes will vary depending upon current workload.

VA enters the hours worked and amount to be paid into the payment system and VA Finance electronically transmits the data to the Department of the Treasury.

Once Treasury receives the pay information, the Work-Study student can generally expect a direct deposit within about 3 to 5 business days. The direct deposit will be sent to the same account as their other VA education benefits.

NOTE: Direct Deposit for Work-Study payments is not available for ch35 claimants.

If the student does not have direct deposit established, a paper check will be issued. Paper checks are generally received in about 7 to 10 business days after the payment information is sent to Treasury. It is critical a student's address be kept current. Any address changes must be reported to VA as soon as possible.

What are Advance Payments?

Work-Study students may elect to be paid in advance for 40% of the number of hours in their Work-Study agreement, or 50 hours, whichever is less. The advance payment is recouped from the first regular Work-Study payment. Work-study students must fulfill their 50 hours advance payment requirement within 60 days of starting their contract. If the Work-Study student requests advance payment and is presently working under an existing contract, the current contract must be closed and a new contract opened. The final time record for the current contract should be accompanied by a new application for the new contract. Advance pay cannot be issued on an extended contract. A new contract is required.

What are the responsibilities of a Work-Study Site Supervisor?

- Read and understand the Work-Study Allowance Program Supervisor Handbook
- Provide direct supervision to VA Work-Study students
- Ensure the Work-Study student is trained to perform the duties as stated in the approved Position description
- Ensure the Work-Study student does not begin working prior to the assigned start date as shown in the first paragraph of the contract and/or item 4A of the time record, or before the contract is approved by the Work-Study Department, whichever is later.
- Maintain the Work-Study student's time record
- Initial the time record as new entries are recorded, confirming cumulative total hours worked in 15 minute increments (i.e. .25 for 15 minutes; .50 for 30 minutes and .75 for 45 minutes)
- Ensure the Work-Study student does not work more than the maximum number of hours allowed on the contract as shown in the first paragraph of the contract and/or item 5 of the time record
- Ensure the Work-Study student does not work past the end date of the contract as shown in the first paragraph of the contract and/or item 4B of the time record
- Ensure all correspondence is printed in dark ink and legible
- Email or fax time records to VA for payment

  *If the time record will be the last submission for the Work-Study student because the maximum number of hours has been worked, they worked on the last day of the contract, or student will not be returning for any other reason, write, "**FINAL**" on the time record*
- Maintain Work-Study files for 3 years following the last date worked
- Report Work-Study student's address change to VA immediately
- Ensure their Work-Study Position Description is kept current and is renewed each year on the appropriate form.

Site Supervisors may wish to consider developing their own written "agreement" to be reviewed with and signed by the Work-Study student. This agreement could outline your site's expectations of the Work-Study student. Examples of site agreements are included in this handbook.

What are the responsibilities of a Work-Study student?

- Make sure the school has submitted the enrollment certification to the VA for the period they are requesting the Work-Study program.
- Make sure they submit the Work-Study application (VA Form 22-8691 – *Application For Work-Study Allowance)* up to 45 days prior to the start of their next term. They should not wait until the day they want to start to submit their application. It can take 7 to 14 business days to process an application.
- Make sure they are attending at least ¾ training time or more for the period they are requesting the Work-Study program.
- Make sure they list the approved work site on their application in field 11 *"Work Site Preference."* If they do not know of a participating work site in their area, they may contact us at 1-918-781-7878 for assistance.
- Keep in contact with their work site so that they can sign their contract as soon as it is received by the work site.
- If they are requesting Advance Pay and have participated in Work-Study previously, they need to make sure their supervisor submits the final time record for the previous contract before submitting their new application.
- Know their contract. Know the dates approved and the hours approved, and never work outside of these parameters.

What if a Work-Study student is injured on the job?

Work-Study students performing duties at their assigned work site will be considered a VA employee for the purpose of receiving benefits under the provisions of (Compensation for Work Injuries) Chapter 81 of title 5, U.S.C. As such, they are entitled to compensation benefits due to personal injury sustained while in the performance of duty or compensation for employment-related disease.

A Work-Study student wishing to file a claim for Workers' Compensation must complete a Form CA 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. This form must be completed and returned to the VA within 30 days of the incident. If the Work-Study student is incapacitated, this action may be taken by someone acting on his/her behalf.

Please contact a VA Work-Study representative as soon as you are aware of the incident.

Where can I get help?

The Work-Study Department is available from 8:00 A.M. to 5:00 P.M. CST, Monday through Friday, excluding federal holidays.

Site Supervisors may utilize the Work-Study email to inquire about the processing status of Work-Study claims after a reasonable amount of time. Site Supervisors may also telephone the Work-Study team at 918-781-7878. **This number is for Site Supervisors only and should not be used or given out to Work-Study students.**

Work-Study students inquiring about their payments should call VA's toll-free education hotline, 1-888-442-4551, or submit a written inquiry through the Q&A feature of the GI Bill website, www.gibill.va.gov. The non-Chapter 35 students can also visit www.GIBILL.va.gov for a link to establish an eBenefits account, then they can call 1-800-827-1000 to establish the Premium account which will give them Internet access to their VA payment information including Work-Study payments.

Work-Study students inquiring on the status of their application or time record should contact the Site Supervisor who may contact VA, if needed.

Frequently Asked Questions:

Q: How does a potential work site get approval?

A: Potential Site Supervisors must complete the "Department of Veterans Affairs Work-Study work site application/position description" form found in this handbook, and submit the form to the VA Work-Study Department via Email or fax for evaluation. Once the position description is approved, the Site Supervisor is notified and students can begin requesting placement at that site. If the position description is disapproved, a denial letter will be sent to the site.

Q: How is a Work-Study contract initiated?

A: The student must fully execute a VA Form 22-8691, *Application for Work-Study Allowance*, including field 11, "Work Site Preference", and submit it through their Site Supervisor to the VA Work-Study Department via email or fax. Once the application is received and approved by VA, a contract and time record will be emailed to the Site Supervisor. The contract is to be signed by the student, and the signed contract returned to the VA by the Site Supervisor via email or fax

Q: Who is responsible for the Work-Study Time Record?

A: The Site Supervisor is responsible for maintaining the time record and ensuring the record is up-to-date and accurate.

Q: Can the Work-Study student begin working without a contract?

A: No. Hours worked prior to contract approval or before the start date of a contract cannot be paid.

Q: How is the number of contract hours determined?

A: The hours approved in the contract are based on the student's term dates, or the date we receive the application (whichever is the later), at 25 hours per week during the enrollment period, prorated for partial weeks.

Q: What determines the start and end dates of a contract?

A: Contract dates are usually determined by the dates of the qualifying school term. If the term has already begun, the start date of the contract is the date we receive the application. The ending date of the contract is the ending date of the qualifying term.

Q: The Work-Study student's contract ends in a few days. How do we get another contract?

A: If the student is seeking to extend his current contract, a new application or written request of the extension can be submitted to the VA Work-Study Department. However, if the student is requesting Advance Payment or extending the current contract will cause the original contract to exceed one year, then send in the final time record for the current contract and a new application. Make sure this time record is marked, "FINAL."

Q: Can the Work-Study contract be written for more than one enrollment period?

A: Yes. The contract may be written for the length of the qualifying enrollment submitted by the school, up to a maximum of 1,300 hours for a 12 month period.

Q: What if the student does not have verification of school enrollment to submit with the application for Work-Study?

A: We cannot accept copies of the Certification of Enrollment form to verify student's enrollment. These forms are to be submitted directly from the VA School Certifying Official at the student's school to the VA through the VA-Once system and imaged into the student's electronic file. Please submit the Work-Study application without additional documents. The only exception to this is for Chapter 31 – Vocational Rehabilitation students: they may include a VA Form 28-1905, *Authorization and*

Certification of Entrance or Reentrance into Rehabilitation and Certification of Status and a 22-1999, *Certification of Enrollment* with their application as proof of enrollment.

Q: How does the Work-Study student request advance pay?

A: Advance pay should be indicated in field 9 on the application when it is submitted to the VA. VA will advance pay up to 50 hours. The Work-Study student would submit his first time record for payment processing when he has worked 100 hours. Earnings from the first 50 hours will be applied to the advance payment. Student would then receive payment for the 2nd 50 hours.

Q: What happens if the Work-Study student received advance pay and terminates prior to working 50 hours?

A: VA will make every effort to allow the Work-Study student to work towards the Advance Pay obligation. If the student fails to meet this obligation, a debt will be created and processed in the same manner as any other education debt.

Q: What happens if the Work-Study student drops below ¾ training time?

A: If the student tells you they are no longer attending school at ¾ training time or greater, you will notify VA. In some cases, VA will decide to allow the student to continue working through the end of their contract. No new contract will be initiated if the student is not attending at least ¾ time.

Q: Who approves work sites?

A: VA's Work-Study Coordinator will review and approve or disapprove sites based on the Position Description form submitted by the Site Supervisor.

Q: Can a Work-Study student change work sites?

A: Yes, provided the new site is approved for Work-Study and has an opening for a Work-Study. All changes must be approved by VA's Work-Study coordinator.

Q: Who is responsible for supervising the Work-Study student?

A: Every location must have a full-time paid employee designated as the Work-Study Site Supervisor.

Q: How long does it take for time records and applications to be processed, and how long will it take for payment to be received?

A: Work-Study documents including applications, contracts, and time records, are processed by VA in order of receipt. VA makes every attempt to process all documents as quickly as possible. However, the actual time frame varies depending upon current workload.

Once VA Work-Study processes the time record and the payment information is submitted to Treasury, direct deposits are generally received within 3 to 5 business days and hard copy checks are generally received within 7 to 10 business days.

Q: What are the Work-Study student's duties?

A: Duties depend on the site's approved position description. The work Site Supervisor may assign other duties as long as they fall within the scope of the approved position description.

Q: What happens if VA receives an incomplete time record or a time record with mathematical errors?

A: Any time record that is not complete or has errors will be sent back to the Site Supervisor for completion or correction. Hours submitted in less than 50-hour increments will not be paid unless it is a monthly submission or the time record is marked "FINAL".

Q: Are Work-Study students allowed to transport veterans in motor vehicles?

A: Absolutely not. Work-Study students are strictly prohibited from operating any form of motorized vehicle in performance of their duties.

Q: Can Education institutions subsidize Work-Study payments?

A: Yes, Educational institutions may subsidize the wages of students participating in the Work-Study Allowance Program. VA Work-Study students may be paid separately by the school at a rate reflecting the difference between the amount payable by VA and the amount which the school otherwise pays to non-VA Work-Study students performing similar services.

Q: When can a student submit an application for work-study benefits?

A: Students may submit an application for work-study benefits up to 45 days before their qualifying school term starts. However, they must be sure the school has submitted their enrollment for the same term.

IMPORTANT

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE CONTRACT IS SIGNED BY THE STUDENT AND RETURNED VIA EMAIL OR FAX.

HOURS WORKED PRIOR TO THE APPROVAL DATE OR THE BEGINNING DATE OF THE CONTRACT, WHICHEVER IS LATER, CANNOT BE PAID.

Handbook Attachments

- VA Form 22-8691, Application for Work-Study Allowance
- Department of Veterans Affairs Work-Study work site Application/Position Description
- VA Form 22-8690, Time Record (Work-Study program) example only
- Sample Work-Study Student and Work Site Agreement "A"
- Sample Work-Study Student and Work Site Agreement "B"
- Frequently Used Acronyms, Terms and Definitions

Additional Resources

- GI Bill Web Site: **www.gibill.va.gov**
- Work-Study Program (GI Bill website):

https://gibill.custhelp.com/app/**answers/detail/a_id/21/~/what-is-the-work-study-**

OMB Approved No. 2900-0209
Respondent Burden: 15 minutes

Department of Veterans Affairs

APPLICATION FOR WORK-STUDY ALLOWANCE

PART I - IDENTIFICATION INFORMATION

1. NAME OF APPLICANT *(First, Middle, Last)*

2. MAILING ADDRESS OF APPLICANT *(Number, and street or rural route, city or P.O., State and 9 digit ZIP Code)*

3A. VA FILE NUMBER *(For chapter 35, 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. DATE OF BIRTH OF APPLICANT *(Month, Day, Year)*

3D. SEX OF APPLICANT
☐ MALE ☐ FEMALE

4A. TELEPHONE NUMBER *(Include Area Code)*

4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU
DAYTIME | EVENING

5. EDUCATION BENEFIT RECEIVING
☐ CHAPTER 30 *(Montgomery GI Bill - Active Duty)*
☐ CHAPTER 31 *(Vocational Rehabilitation)*
☐ CHAPTER 32 *(Veterans Educational Assistance Program)*
☒ CHAPTER 33 *(Post- 9/11 GI Bill)*
☐ CHAPTER 35 *(Dependents Educational Assistance)*
☐ CHAPTER 1606 *(Montgomery GI Bill - Selected Reserve)*
☐ CHAPTER 1607 *(Reserve Educational Assistance Program)*
☒ TRANSFER OF ENTITLEMENT PROGRAM *(Parent or Spouse entitled to benefits)*

PART II - SCHOOL INFORMATION

6A. NAME AND COMPLETE ADDRESS OF SCHOOL

6B. CURRENT ACADEMIC OR TRAINING PROGRAM

7. CURRENT ENROLLMENT INFORMATION		8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND	
A. BEGINNING DATE *(Month, Day, Year)*	B. ENDING DATE *(Month, Day, Year)*	A. BEGINNING DATE *(Month, Day, Year)*	B. ENDING DATE *(Month, Day, Year)*

PART III - WORK STUDY INFORMATION

9. ADVANCE PAYMENT - DO YOU WANT AN ADVANCE PAYMENT? *(See instructions for information on advance payment on reverse under "How Much Can I Earn?")*
☐ YES ☐ NO

10. HAVE YOU EVER PARTICIPATED IN THE VA WORK-STUDY PROGRAM BEFORE? *(If "YES," please state where you worked)*
☐ YES ☐ 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 as 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, place "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

(X)	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 kinds of jobs interest you. If needed, attach a separate sheet with this information)*

15. SIGNATURE OF APPLICANT *(Do not print)*

16. DATE SIGNED

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 VA 21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA as published in the Federal Register at http://www.rms.oit.va.gov/SOR_Records/58VA21_22.asp. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is "required to obtain or retain benefits". We cannot pay you any work-study benefits until we receive this information (38 U.S.C. 3485). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to determine your eligibility for VA work-study benefits. Title 38 United States Code allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete the form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet page at www.whitehouse.gov/omb/library/OMBINV.VA.EPA.htm#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about

DEPARTMENT OF VETERANS AFFAIRS
WORKSTUDY WORKSITE
APPLICATION/POSITION DESCRIPTION

WORKSITE NAME: _____
WORKSITE ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
POINT OF CONTACT/SITE SUPERVISOR: _____
SUPERVISOR EMAIL: _____
PHONE NUMBER: _____ EXTENSION: _____
FAX NUMBER: _____
SECONDARY SITE SUPERVISOR: _____

TYPE OF FACILITY:

DOD FACILITY ☐ ; DOMICILIARY ☐ ; EDUCATIONAL INSTITUTION ☐ ;
NATIONAL CEMETERY ☐ ; STATE CEMETERY ☐ ; VA REGIONAL OFFICE ☐ ;
VA MEDICAL CENTER ☐ ; OTHER VA FACILITY ☐ ; NON-VA FACILITY ☐ ;
STATE APPROVING AGENCY ☐ ; VETSUCCESS CENTER ☐

IF YOU ARE AN EDUCATIONAL FACILITY, HOW MANY STUDENTS ARE IN RECEIPT OF VA EDUCATION BENEFITS?
HOW MANY MAN HOURS ARE YOU REQUESTING PER ACADEMIC YEAR?

ADDITIONAL INFORMATION

SIGNATURE _____ DATE

FOR OFFICIAL USE ONLY / MUSKOGEE RPO

DATE RECEIVED

REGIONAL OFFICE

APPROVED ☐ DISAPPROVED ☐

MAN HOURS APPROVED

APPROVING W/S COORDINATOR DATE APPROVED

Double click on the document above to open a fillable Adobe Reader version of the Work site Application/Position Description Form

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OMB Approval No. 2900-0379
Respondent Burden: 5 minutes

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

5. TOTAL NO. OF HOURS TO BE WORKED

INSTRUCTIONS: Use Item 8, Remarks, on reverse to show changes in Items 6A and 6B. Include effective dates.

6A. PLACE OF EMPLOYMENT

6B. NAME OF SUPERVISOR

Items 1 through 6d are preprinted by the VA in Muskogee, OK
If you need a new timesheet, fax a short note including Name and SSN

6C. MAILING ADDRESS OF SUPERVISOR

6D. TELEPHONE NO. OF SUPERVISOR *(Include Area Code)*

to the Muskogee Work Study Office at 918-781-7868

7. SCHEDULE OF HOURS WORKED

DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITIALS STUDENT	INITIALS SUPV.	DATE	NO. OF HOURS	CUMULATIVE TO DATE	INITIALS STUDENT	INITIALS SUPV.
	Insure that each day worked is recorded by date								
		Enter the number of hours worked in whole numbers and percents rounded to the nearest quarter (i.e., 8, 5.25, 3.75, 4.5 etc)							
		enter cumulative totals worked for the entire contract							
			Supervisor & Workstudy must initial each entry						

EXAMPLE ONLY

VA FORM JAN 1999 **22-8690**

EXISTING STOCKS OF VA FORM 22-8690, JAN 1997, WILL BE USED.

FAX TO: 918-781-7868 / 7785

Sample Work-Study Student and Work Site Agreement "A"

FAX TO: 918-781-7868 / 7785

AS A VA WORK-STUDY STUDENT, I UNDERSTAND THE FOLLOWING:

1. I must be receiving VA educational benefits as a ¾ time student or greater. If I drop a class and fall below the ¾ time rate, I will immediately notify VA and my Site Supervisor. Failure to do so may result in an overpayment of benefits which I may be responsible to repay.

2. I cannot begin working until I sign the agreement contract for the current term. I can work only within the contract dates. I cannot work more hours than allowed in the contract.

3. I understand that my Work-Study check will be mailed to the address on the contract unless I have established direct deposit. I agree to notify the VA and the Work-Study Site Supervisor if my address changes.

4. I must update my time record each day I work. I will ensure my supervisor initials my time record that same day.

5. I must submit my time record in no less than 50 hour increments.

6. If I have any questions concerning my Work-Study contract or Work-Study payment, I will contact my Site Supervisor or I will call the VA at 1-888-442-4551.

EXAMPLE ONLY

_____	_____
Work-Study Student	Date
_____	_____
Work-Study Site Supervisor	Date

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Sample Work-Study Student and Work Site Agreement "B"

REMINDER FOR VA WORK-STUDY STUDENTS

NEW HOURS OR ADVANCE PAY WILL NOT BE PAID UNTIL THE SIGNED WORK-STUDY AGREEMENT (CONTRACT) IS RECEIVED IN THIS OFFICE.

Be sure to read, understand the terms, and sign the VA Work-Study Contract and initial the following as it applies:

_____1. If I apply for and receive an advance pay, I must work a total of 100 hours before an additional payment will be processed.

_____2. When my supervisor submits a time record on my behalf, it will be processed as quickly as possible. If I have a question on my payment, I will call the VA at 1-888-442-4551.

_____3. I have received and signed a copy of my VA Work-Study contract.

_____4. Payments will not be processed for hours worked before the start of the contract or after the ending date of the contract.

_____5. Payments will not be processed for hours that exceed the number of authorized hours as shown on the time record.

_____6. Extended Contract: If I choose to continue in the Work-Study Allowance Program, I must submit a new VA Work-Study Application to my supervisor, prior to the end of my current contract.

_____7. When I reduce my training to less than ¾ time or terminate my training, I will notify the VA and my Work-Study Site Supervisor.

_____8. All concerns regarding Work-Study issues will be addressed to (name of Site Supervisor).

I have read and understand my duties and responsibilities as a Work-Study student.

_____ _____

Work-Study Student Date

_____ _____

Work-Study Site Supervisor Date

EXAMPLE ONLY

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Frequently Used Acronyms, Terms and Definitions

CERT – General term used for any VA certification

38 CFR – Code of Federal Regulations governing VA

Certifying Official or School Certifying Official – The person(s) designated to sign enrollment certifications and other documents relating to VA benefits

DD Form 214 - The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces

DD Form 2384 (Notice of Basic Eligibility or NOBE) – Form given to members of the Selected Reserve by their National Guard or Reserve unit confirming eligibility for Montgomery GI Bill – Selected Reserve benefits

Enrollment Period – The interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education

Entitlement - The number of months a student is eligible for VA education benefits

File Number – The number assigned by VA to identify a claimant's records. The Social Security Number (SSN) is the VA file number for most veterans.

VA-ONCE – Internet based application used to submit enrollment certifications and notices of change in student status to VA

Facility Code – Identifying number assigned to institutions approved to provide education or training to eligible veterans and dependents

IHL (Institution of Higher Learning) – A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree

Kicker (College Fund) – Additional money added to an individual's education fund by the Department of Defense to encourage enlistment or retention in the Armed Forces

NCD (Non-College Degree) – Any institutional vocational/educational training not leading to a standard college degree

SAA (State Approving Agency) – An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA

TIMS (The Image Management System) – The system by which all education paper documents are scanned into digital files

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