



Work-Study Allowance Program

U.S Department of Veterans Affairs



Overview

- What is the VA Work-Study program?
- Who is eligible to participate?
- Student Qualifications?
- What type of facilities are approved?
- What type of work/ duties can be performed?
- Student application process
- Student selection process
- Responsibilities as a Site Supervisor
- Action taken after VA receives Work-Study application request.
- Maximum hours and how they are determined.
- Contracts and Extensions- What is the difference?
- How are Work-Study Payments made?
- Work-Study issues.

What is the VA Work-Study Program?

- VA Education benefit (tax exempt)



How does the Work-Study Program benefit your school?

- No cost to the school
- Students help with VA related activities
- Students assist Veteran students with benefits and services
- Potential to transition to full-time employment



Student Qualifications

- Students must be in receipt of an education benefit and training at a minimum of $\frac{3}{4}$ training time (or 75% ROP for Ch33 participants) or higher.
- Students must work at a VA approved work site

**Students who have exhausted their education benefits and have a remaining

Approved Facilities –What's New?

Section 201 of the Colmery Act: Work Study Permanent Authorization

Approved Facilities

What type of facilities are approved for VA Work-Study?

- VA Facilities
- Educational Institutions including Veteran Success Centers on Campus
- Department of Defense (DoD), Coast Guard or National Guard
- National or State Veterans Cemetery
- Outreach assisting SAA
- Hospital and Domiciliary Care at State Homes
- Other Non-VA Facilities (VFW, DAV, MOPH, etc.)

Approved Duties

(at Educational Facilities)

Educational facilities are limited to the type of work/ duties their work study students can perform

M22-4, Part1 Chapter 9: 9.11d(1).

These include:

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

Approved Duties

(continued)

- Must perform work specifically listed in the site's job description
- Only tasks that require 100% performance of VA-related activities
- Must work solely at the specific work site listed on the Work-Study time record
- Currently, Work-Study students can **ONLY** provide transportation or operate a motorized vehicle for VA facilities

How do Students Apply for the Work-Study Benefit?

- Once your site has been approved to participate in the VA Work Study

Student Selection Process

Student Selection Process

(cont.)

- Availability of transportation
- Motivation
- Work assignments don't conflict with disability

If the student has a disability ensure that the work assignment is compatible with the disability. If you discover the disability after placing the student, try to accommodate the individual as you would a regular employee. You may consult your local HR or contact VA Work-

Site Supervisor Responsibilities

As an approved Work-Study Site Supervisor you are responsible for the following:

- Provide direct supervision
- Provide appropriate training
- Ensure only approved tasks are performed
- Ensure only approved hours are worked and properly reported for payment
- Maintain the work study records for a minimum of 3 years
- Read and understand the *Work-Study Supervisor Handbook*



VERY IMPORTANT!

- Work-Study students can only begin working after the contract or extension is approved by the VA
- Agreements may not begin earlier than 30 days before term, or end •



Maximum Hours of Service

(cont.)

- Students are not eligible to receive overtime compensation
- Students are covered under Worker's Compensation laws for the duration of their Work-Study contract, but are not considered employees of the Department of Veteran Affairs

What is the Difference between a Contract and an Extension?

- A contract is an original agreement between the student and VA.
- An extension is a continuation of the original agreement for **up to one year** from the beginning of the original contract; can be extended multiple times.

Zero Hour Extensions

- What are they?- An addition of up to 30 days added on to the last contract period to allow students the ability to work any remaining hours from that contract. NO extra hours are awarded, only time.
- Zero hour extensions must be requested. An extension granting up to an additional 30 days can be approved- depending on when the request was received and future enrollments.

Work-Study Payments

How are Work-Study payments made?

- Students can be paid every 50 hours or every two weeks, whichever comes first
- Students are paid the higher of either the cost of tuition or the cost of room and board
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Work-Study Issues

Work-Study Issues

(cont.)

What if my student reduces or terminates from their enrollment?

- Report this to the work study department as quickly as possible.

- If the student _____, then in most instances we allow the student to continue /finish the contract. If we notice a pattern of continuous reductions we will notify you and your student of this concern.

-If the student terminates

Work-Study Issues

(cont.)

- What if I as the Site Supervisor promote from or leave my position?
 - Notify the Work-Study Department or
 - Fill out and submit page 22 of your Site Supervisor Handbook to the VA Work-Study Dept.
- What if my student gets injured?
 - Make sure your student is ok, seek aid.
 - Document the incident and contact Work-Study Dept. as soon as you are aware of the incident.
 - Notify VA Work-Study Dept. A CA-1 form will be sent to you. Complete the form and return to the VA Work-Study Dept.

How Can You Request to Become an Approved Work-Site?

- Contact the VA Work-Study Department via email, RNW, or by phone to request a copy of the Application /Position Description form
- Complete the Application/Position Description form and return it to the Work-Study department for review and approval
- Once approved, you will be sent a copy of the Work Study Site Supervisor Handbook.

What if I Need Assistance?

- Refer to the *Work-Study Allowance Program Site Supervisor Handbook*
- GI Bill website: www.gibill.va.gov
- Contact the Muskogee RPO Work-Study Department

Muskogee RPO Work-Study Contact Information

~ Monday - Friday from 8 am to 5 pm CST ~

Phone: (918) 781-7878

Note: this line is for SITE SUPERVISORS ONLY

Email: workstudy.vbamus@va.gov

RNW: https://gibill.custhelp.com/app/utils/login_form/redirect/ask

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

Mail: Work-Study Department

Muskogee Regional Processing Office

125 South Main

Muskogee OK 74401

