

Certifications and Submissions to VA (An Overview for School Certifying Officials)

Current as of June 1, 2005



**U. S. Department of Veterans Affairs
Education Service
Washington, DC**

This Presentation Will Cover:

1. Background information about VA and how claims processing works.
2. What VA might need with enrollments and information that you submit.
3. Some examples of special processing issues.
4. Some helpful hints to help your enrollment submissions go through the system smoothly.

Background Information





VACO Education Service

VACO EDU Service establishes policies and procedures for four Regional Processing Offices. Only the 4 RPOs process education claims. Each RPO has jurisdiction over separate states and territories.

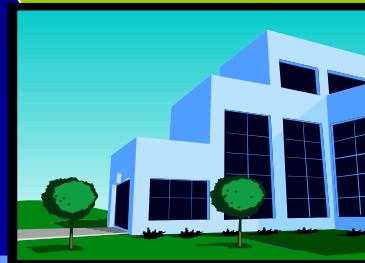


Atlanta



Buffalo

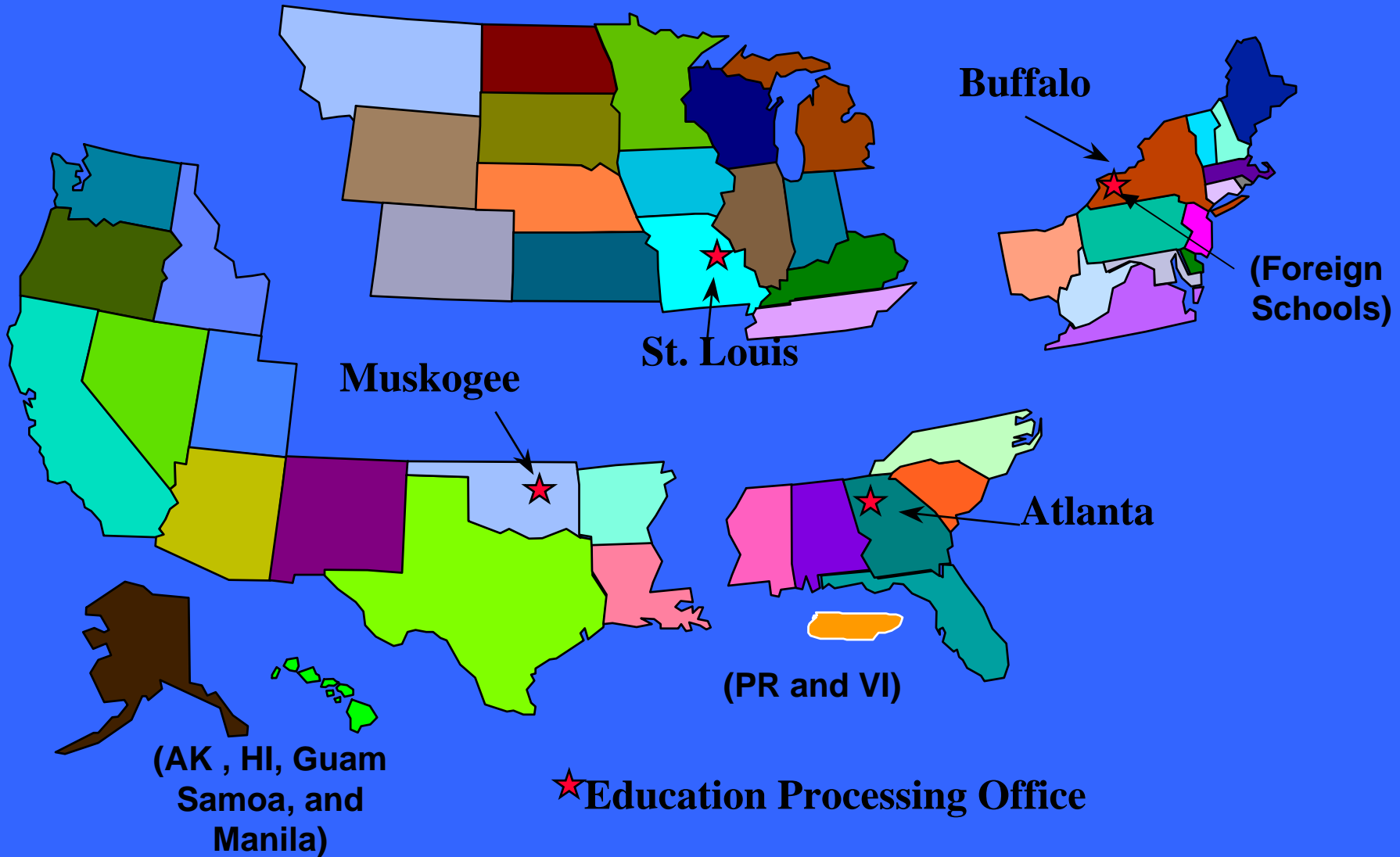
Muskogee



St. Louis

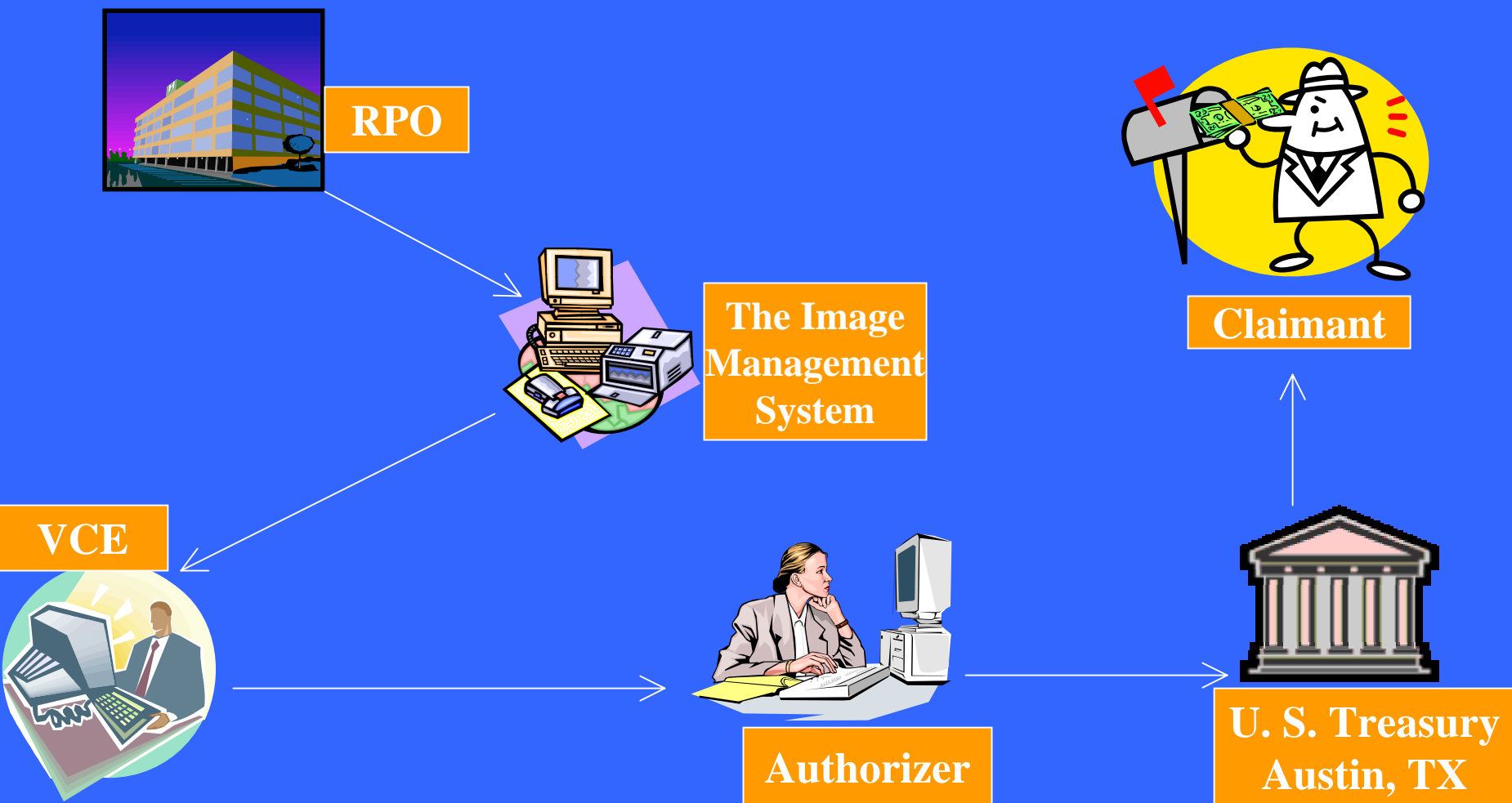


Which office will process your claim?



Application

What Happens When a Claimant Applies?



How Long Does Processing Take?

Processing times depend on a number of variables such as the time of year, the current workload pending at the RPO, the amount of development needed on the claim, etc..

See the GIBILL website for a link to each RPO's individual website where average processing times will be posted.

Submitting Enrollment and Changes in Enrollment



VA-Once or Form 1999 Enrollment Certification

Social Security
252525252

VA File No.

Student Information

MAN, SUPER
2525 DAILY PLANET WAY
METROPOLIS, NY 11225

Type of Training

Undergraduate

Name of Program

BS SCIENCE TECHNOLOGY

Credit for Prior Training

NONE

Enrollment Begin	Dates Ending	Credit Hours	Rem/Def Hours	Clock Hours	Tuition Fees	Training Time
05/26/2003	08/09/2003	6.00				3/4
05/26/2003	08/09/2003	12.00				FULL
01/09/2004	05/11/2004	10.00				FULL

Helpful Hints

- Always include changes of address.
- Prior credits within 2 semesters or 3 quarters.
- If possible, try to avoid adding non scripted remarks.
- Report tuition and fees for less than $\frac{1}{2}$ time training.
- Provide term dates for each term.

- On Form 1999, avoid using “change of program indicated.” Instead, use “1995 on file.”
- Report dual enrollment or Parent School status.
- Indicate holiday breaks of 7 days or more (example: Christmas break or spring break).

VA-Once or Form 1999b Change in Enrollment Status

Adjustment Change-In-Student-Status

Certification

08/20/2003 12/17/2003 9.00 3/4

*** Reduction after drop period - non-punitive grades assigned ***
Effective

08/22/2003 ***

Remarks

It Is Hereby Certified That The Student's Status Changed on the
Date Indicated And In Accordance With The Facts Shown Above

- Remember to report “subsequent terms remain as certified.”
- Always include tuition and fees when less than $\frac{1}{2}$ training time.
- Include address updates.
- Don't submit a 1999 and a 1999b on the same day.

- Were the grades punitive or non punitive?
- Drop period can't exceed 30 days by VA standards.
- Were mitigating circumstances present?
- What were they?
- Was the student called to active duty?
- And do you have a copy of the orders?

Call to Active Duty



Tips:


- Call to active duty is automatically accepted as a mitigating circumstance.
- Have the claimant send VA a copy of the original Orders.
- VA will need to see a Member-4 copy of the DD 214 when the claimant returns from Active Duty.

“My school does an administrative withdrawal with a 100% refund of tuition and fees for students called to active duty!”

Even so, report the last date of attendance for the student. VA is able to continue payment of benefits through the last date of attendance.



Original Claims

 Department of Veterans Affairs		APPLICATION FOR VA EDUCATION BENEFITS	
PART I - APPLICANT			
NOTE: PLEASE TYPE OR PRINT CLEARLY IN BLACK INK OR NO. 2 PENCIL.			
EDUCATION BENEFIT BEING APPLIED FOR:			
<input checked="" type="checkbox"/> A. MONTGOMERY GI BILL - ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM (Chapter 30, Title 38 U.S.C.) (See Part I Instructions)			
<input type="checkbox"/> B. VEAP/NON-CONTRIBUTORY VEAP (Post-Vietnam Era Educational Assistance Program) (Chapter 32, Title 38 U.S.C.) (Section 903, Public Law 96-342) (See Part I Instructions)			
<input type="checkbox"/> C. Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606 Title 10 U.S.C.) (See Part I Instructions)			
<input type="checkbox"/> D. UNSURE WHICH EDUCATION BENEFIT APPLIES TO ME (Explain why you think you are eligible in Item 18, Remarks)			
2. NAME OF APPLICANT (First, Middle Initial, Last)		3. SEX	4. DATE OF BIRTH (Month, Day, Year)
		<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
5. MAILING ADDRESS (Number and street or rural route, city or P.O., State and 9 DIGIT ZIP Code)			
6. VA FILE NUMBER OR SOCIAL SECURITY NUMBER		7. TELEPHONE NUMBER (Including Area Code)	
		A. DAY	B. EVENING
8. DIRECT DEPOSIT INFORMATION - Please attach a voided personal check, or provide the following information (Caution: Direct Deposit may not be available for VEAP or Chapter 1606. See Item 8 of Instructions)			
A. TYPE OF ACCOUNT (Check the type of account, if you do not have an account check the box)			
<input checked="" type="checkbox"/> CHECKING OR <input type="checkbox"/> SAVINGS <input type="checkbox"/> I DO NOT HAVE AN ACCOUNT			
B. NAME OF FINANCIAL INSTITUTION	C. ACCOUNT NUMBER (OR ATTACH VOIDED CHECK)	D. ROUTING OR TRANSIT NUMBER (OR ATTACH VOIDED CHECK)	
9. PLEASE PROVIDE THE NAME, ADDRESS AND PHONE NUMBER OF SOMEONE WHO WILL ALWAYS KNOW WHERE YOU CAN BE REACHED			
10. HAVE YOU PREVIOUSLY APPLIED FOR DEPARTMENT OF VETERANS AFFAIRS BENEFITS? If "Yes," list each benefit claimed. See Item 10 of Instructions)			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
11. HAVE YOU ALREADY RECEIVED AN INFORMATION PAMPHLET EXPLAINING EDUCATION BENEFITS? (See Item 11 of Instructions)			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Include:

- VA Form 1990 Application.
- DD 214(s) and/or 215, NOBE, Orders, etc..
- Chapter 35 DEA rating letter and correct claim number.
- VA Form 1999.
- If using VONAPP, make sure the signature is also submitted.

Special Cases



Additional Information

In some cases, VA may need more information from DoD/DHS or the claimant.

Remember, it's always better to send too much information than not enough.

VA's request for additional information can lead to a delay in processing time.

- For \$600 MGIB Buy Up: Proof of payment can be - DD Form 1131, copies of LESs, letter from the Coast Guard, DD 214 from the Marines, etc..
- DD Form 2366 and proof of \$1200/\$2700 payment for VEAP to MGIB conversion claims.
- Copies of College Fund or kicker contracts.
- ESO signature when claimant is active duty.

- For LAC- copies of receipts, test results, and proof of payment.
- For Accelerated Pay- statements of intent and of how the money was used.
- For Transfer of Entitlement (**extremely rare, Air Force only**) - DOD forms showing eligibility.
- Copy of DD 214 or Honorable Discharge Certificate may be needed in some cases.

- For DOD Tuition Assistance Top Up, the school *does not* send enrollment. The student sends VA a copy of the TA Form.

Accelerated Terms

AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
*				1	2	*	*	2H	3	4	5	6	*	*		1	2	3	4	*	
*	5	6	7	8	9	*	*	9	10	11	12	13	*	*	7	8	9	10	11	*	
*	12H	13	14	15	16	*	*	16	17	18	19	20H	*	*	14	15	16c	17c	18H	*	
*	19	20	21	22	23	*	*	25	24	25	26	27	*	*	21	22	23	24	25	*	
*	26	27	28	29	30	*	*	30					*	*	28	29	30	31	*		
							1st SESSION 28 DAYS														
NOVEMBER							DECEMBER							JANUARY							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
*						1H	*	*	2	3	4	5	6	*	*			1	2	3	*
*	4	5	6	7	8	*	*	9	10	11	12	13	*	*	6	7	8	9	10	*	
*	11	12	13	14	15	*	*	16	17	18	19	20H	*	*	13	14	15	16	17	*	
*	18	19	20	21	22	*	*	25	24	25	26	27	*	*	20H	21	22	23	24	*	
*	25	26	27	28H	29H	*	*	30	31				*	*	27	28	29	30	31	*	
2nd SESSION 27 DAYS							3rd SESSION 31 DAYS														
FEBRUARY							MARCH							APRIL							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
*						*	*	3	4	5c	6c	7H	*	*		1	2	3	4H	*	
*	5	6	7	8	9	*	*	10	11	12	13	14	*	*	7	8	9	10	11	*	
*	10	11	12H	13	14H	*	*	17	18	19	20	21	*	*	14	15	16	17	18	*	
*	17H	18	19	20	21	*	*	24	25	26	27	28	*	*	21	22	23	24	25	*	
*	24	25	26	27	28	*	*	31					*	*	28	29	30			*	

Accelerated Training Time (Credit Hour Equivalent)

Semester hours

18 multiplied by the hours attempted, divided by the number of weeks in a term.

Quarter hours

12 multiplied by the hours attempted, divided by the number of weeks in a term.

- So, a term that is 4 weeks long, for 3 semester hours would be full time training, or Credit Hour Equivalency of 13.

$$18 \times 3 = 54 \text{ hours} / 4 \text{ weeks} = 13 \text{ hours or FT}$$

- An Independent Study term of 12 quarter hours for 24 weeks would be $\frac{1}{2}$ training time or CHE of 6.

$$12 \times 12 = 144 \text{ hours} / 24 \text{ weeks} = 6 \text{ hours or } \frac{1}{2} \text{ time}$$

(This is a decelerated term.)

Overlapping Terms:

- When mini terms overlap, we combine the CHE to get the proper training time.

1-5-03 to 5-2-03 for 3 semester hours.

1-7-03 to 3-4-03 for 3 semester hour
(6CHE).

3-9-03 to 4-8-03 for 3 semester hours
(13CHE).

The award will pay:

1-5-03

$\frac{1}{4}$ training time (T&F)
for 3 hrs

1-7-03

$\frac{3}{4}$ training time for 6 hrs

3-9-03

full time training for 6 hrs

4-9-03 to 5-2-03

$\frac{1}{4}$ training time (T&F)
for 3 hrs

Summary

As you can see, there are many things you can do to assure your enrollment information is correct and moves through VA's processing system smoothly and quickly.

Contact your ELR or RPO if you have questions or need assistance with enrollment information.

For More Information

<http://www.gibill.va.gov/>

1-888-GIBILL1 (442-4551) – to speak with
a Education Case Manager.

1-800-827-1000 – Other benefits.