



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 at an approved Work Study work site
- Not considered income





BENEFITS TO THE INSTITUTION

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





Student and Faculty Qualifications



STUDENT QUALIFICATIONS



Students must receive benefits:

CH30: Montgomery GI Bill® (MGIB)

- CH31: VR&E
- 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, cont.



Students must:

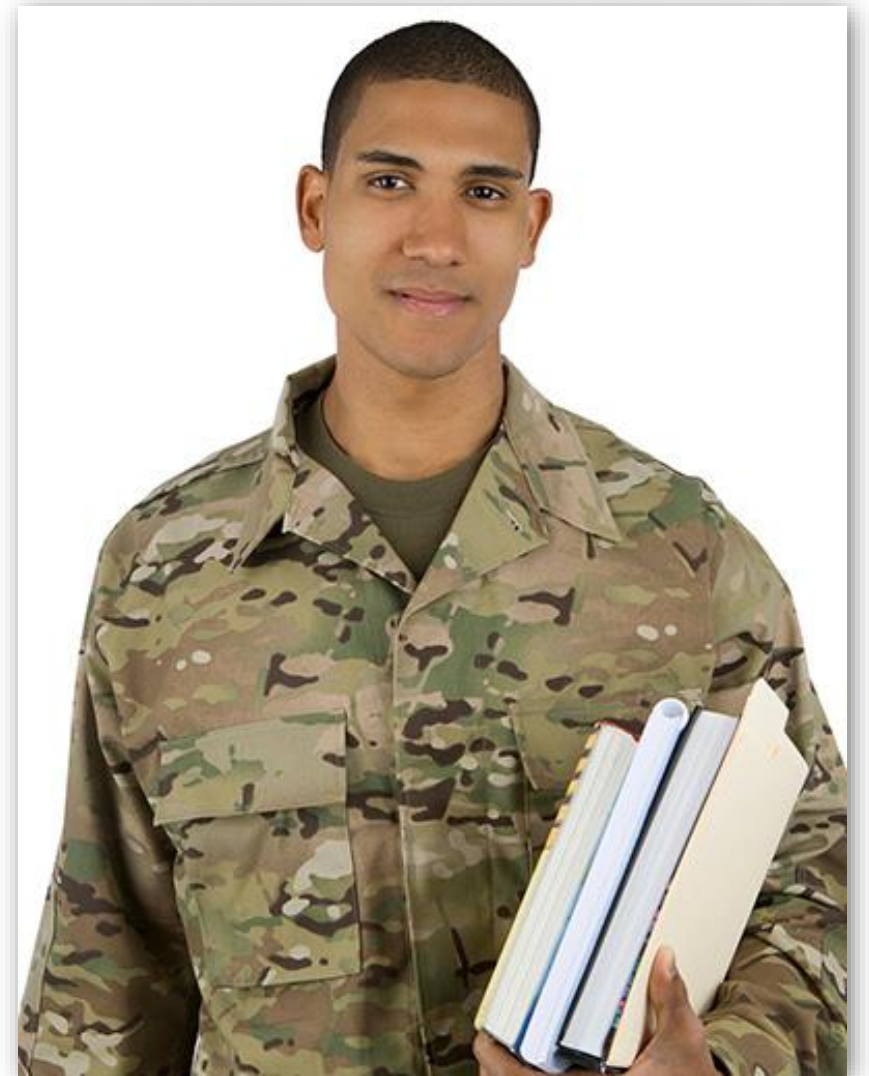
- Be enrolled in an approved degree, vocational or professional program
- Be at a rate of $\frac{3}{4}$ time or higher; or, 75% for Ch33 participants
- Work at a VA approved worksite



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
- State Approving Agencies
- Vet Success Centers
- Congressional Offices



Duty Qualifications



Work Study job duties must:

- Perform the work specifically listed in the Work Study Work Site Application, 22-10219, that was submitted to VA Work Study for work site approval
- 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*

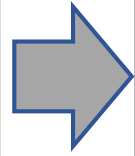


Work Study Policies



Contract Agreement Process

A potential work site fills out the Work Site Application, 22-10219, and submits it to VA Work Study.



Work Study reviews the 22-10219 and sends notice of approval or denial to the work site.



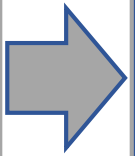
The approved work site finds a student; or a student finds a work site willing to bring them on.



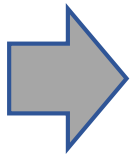
The student completes the Application for Work Study Allowance, 22-8691.



The work site will send the completed student application to Work Study.



Work Study will review the application and send the Time Record, 22-8690, and student agreement form, 22-8692, for approved contracts.



The site supervisor will obtain the student's signature on the student agreement, 2-8692, and return it to Work Study.



The site supervisor will send completed Time Records, 22-8690, and future contract requests to Work Study.

*The student's 22-8691 is good for 1 year unless they're switching benefits or work sites. The work site's 22-10219 is good for 1 year.



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



Work Study Contracts, cont.

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





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

Contract Extension

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





Work Study Payments



- Paid in 50-hour increments or two weeks, whichever comes first, Site Supervisor submits the Time Record
- Paid the higher of either the state or federal minimum wage
- Time Records processed in order of receipt
- VA will not make time record corrections



Work Study Payments, cont.



- 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
- Time record hours should be kept cumulative, initialed, signed, and filled out before starting a new Time Record
- The student can expect payment 3-5 business days after the time record has been processed



Student Changes



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

Contract stopped at the end of the month of the withdrawal

