

DEPARTMENT OF VETERANS AFFAIRS

Certifying Official's

Introductory Guide

For

Maine

New Hampshire

Vermont

EDUCATION SERVICE

Certifying Official's Introductory Guide

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Revision History:

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Key People

Who are the key people involved in seeing that eligible veterans, service persons and their dependents receive Department of Veterans Affairs (VA) education benefits?

Certifying Official: The Certifying Official is the training institutions representative responsible for completing all paperwork necessary to certify the enrollment and changes in enrollment for students eligible for VA benefits. He/she must notify SAA of changes in the approval of the school and its programs, e.g. accreditation, location, ownership, catalogs, and program modification.

Department of Veterans Affairs: The Department of Veterans Affairs (VA) is the government agency responsible for determining eligibility for VA education benefits and for authorizing payment for the benefits. You will come in contact with several employees. They are the:

- Chief Education Liaison Officer (CELO) **Dave Ross**
- Education Liaison Representative (ELR) **Frank Soares**
- Education Compliance Survey Specialist (ECSS) **John Henneberry**

The CELO is the supervisor of all the ELRs and ECSSs and is responsible for overseeing the education liaison and compliance functions of VA. The ELR is responsible for reviewing the approvals done by the State Approving Agency, and acts as VA's liaison representative with the training institutes. The ECSS is responsible for conducting reviews of the schools records and processes to ensure they are in compliance with the laws, which allow VA benefits to be paid. The ELR and/or the ECSS will visit the school to assist you in completing certifications, and to review your records. (Sometimes the ELR and the ECSS are the same person.

State Approving Agency: The State Approving Agency (SAA) is responsible for reviewing the training facility and the courses and programs of education to determine if they can be approved for the payment of VA education benefits. Officials of the SAA will also visit the school to assist you and to check your records. Contact the SAA with any questions concerning the approval of current or new courses or programs.

Students: Students who are eligible to receive VA education benefits may fall in one of the following categories:

- Active duty service person

- Active Selective Reservist or National Guards person
- Veteran (discharged or separated service person)
- Veteran's dependent (spouse, surviving spouse, or child)
- Disabled veteran

Helpful Numbers & Addresses

Education Liaison Representative for Maine, New Hampshire, and Vermont: Frank Soares.

Address	Department Of Veterans Affairs Togus VARO 1 VA Center Augusta, ME 04330
Phone	207.623.8411 x5094
Fax	207.626.4764
e-mail	francis.soares@va.gov

Compliance Survey Specialist for Maine, New Hampshire, and Vermont: John Hanneberry.

Address	VA Regional Office (301/22) John F Kennedy Building Government Center Boston, MA 02203
Phone	617.303.4265
e-mail	John.Henneberry@vba.va.gov

Department of Veterans Affairs Information Center:

VA-education related problems	1-888-442-4551 next enter 1 for touchtone enter 0 to reach a counselor select school official option
For non -education related VA information and questions	1-800-827-1000 next enter 1 for touchtone enter 0 to reach a counselor
TDD number for hearing impaired. The caller may get static during the call with this device.	1-800-829-4833
The Program Assistant for answering questions about VACert and VA - ONCE: Lorraine Heusinger.	716.551.5205

MAINE

Maine State Approving Agency: Responsible for degree, non-degree, apprenticeship, on-the-job-training, correspondence, and flight programs; and licensing and certification tests.

Address	State Approving Agency for Veterans Education Program University of Maine System 10F Cross Road P.O. Box 355 Wintrop, ME 04364
Phone	207.377.4661
Fax	207.377.4663
Website	www.msaa.maine.edu

Personnel

C. Donald Sweeney	Director	Sweeney@maine.edu
Richard H. Lee	Education Program Specialist	rhlee@maine.edu
Heather Talbot	Secretary	htalbot@maine.edu

Maine Vocational Rehabilitation: Kolin Van Winkle, Chief, 207.623.8411 x5064.

NEW HAMPSHIRE

New Hampshire State Approving Agency: Responsible for degree, non-degree, apprenticeship, on-the-job-training, correspondence, and flight programs; and licensing and certification tests.

Address	Postsecondary Education Commission Veterans State Approvals 3 Barrell Court, Suite 300 Concord, NH 03301-8543
Phone	603.271.2555
Fax	603.271.2696
Website	http://www.state.nh.us/postsecondary/index.html

Personnel

Lawrence J. Elbroch	Administrator of Approvals and Licensing	603.271.2555, x353	lbroch@pec.state.nh.us
Lynn P. West	Associate of Approvals and Licensing	603.271.2555, x354	lw@pec.state.nh.us

New Hampshire Vocational Rehabilitation: Ruth Comeau, Chief, 603.222.5752

Additional forms may be obtained Manchester: 603.222.5748 or (Fax) 603.222.5745.

VERMONT

Vermont State Approving Agency: Responsible for degree and non-degree programs; and licensing and certification tests.

Address	Vermont Office of Veterans Affairs Veterans Education and Training Program 118 State Street, Drawer 20 Montpelier, VT 05620-4401
Phone	802.828.3379
Fax	802.828.0573
Consultant	Jacquelyn C. Carlomagno
E-Mail	jacqui.carlomagno@state.vt.us

Vermont Apprenticeship Program: Responsible for apprenticeship and on-the-job-training programs.

Address	Vermont Apprenticeship Program 5 Green Mountain Drive P.O. Box 488 Montpelier, VT 05601
Phone	802.828.4000
Director	Patricia Nagy

Vermont Vocational Rehabilitation: Ruth Comeau, Chief, 603.222.5752

VA Addresses:

- **Mail certifications for college degree programs and career school certificates to:**
Department of Veterans Affairs P.O. Box 4616 Buffalo, NY 14240-4616
- **Mail enrollment certifications for Flight, Correspondence, OJT and Apprenticeship training and accelerated payment requests to:**
Department of Veterans Affairs, Education Hard Copy, PO Box 21 Buffalo, NY 14240-0021.
- **Mail Maine certifications for Chapter 31 to:**
VA Medical and Regional Office Center, Bldg. 248, Room 103, Togus, ME 04330-6795.
- **Mail New Hampshire certifications for Chapter 31 to:**
Norris Cotton Federal Bldg., 275 Chestnut Street, Manchester, NH 03101-2489.
- **Mail Vermont certifications for Chapter 31 to:**
VA Medical and Regional Office Center, 215 N. Main Street, White River Junction, VT 05009-0001.

Other contact information:

The National Association of Veterans' Program Administrators (NAVPA) is a nationally recognized professional organization for people working in both campus based and community based veterans' programs. They have an e-mail list that provides you an opportunity to learn from your associates in other states.

To subscribe via the World Wide Web, visit

http://lists.mnstate.edu/mailman/listinfo/navpa_forum

or, via email, send a message with subject or body 'help' to navpa_forum-request@lists.mnstate.edu

You can reach the person managing the list at navpa_forum-admin@lists.mnstate.edu

VA Education Programs

Chapter 30: The Montgomery GI Bill - Active Duty *in general* is for individuals who have been on Active Duty since 7/01/85, who have contributed \$1,200.00 to an education fund and have completed a qualifying amount of “honorable” active-duty service. They receive 36 months of full-time benefits.

Chapter 34-30: Some persons eligible for Chapter 34 (who enlisted during the Vietnam era between 8/4/64 and 12/31/76) also completed enough active duty after July 1, 1985 to qualify for eligibility under Chapter 30 with no required financial contribution.

Chapter 31: Vocational Rehabilitation is for disabled veterans. This is the most unique program and each school is assigned a Vocational Rehabilitation Specialist to work with these students, and to assist the School Certifying Official. These disabled veterans go through a testing process to determine if they are eligible for the benefit. If eligible, the VA sends an Authorization.

Chapter 32: The Veterans Educational Assistance Program (VEAP) is for individuals who initially entered active duty from 1/1/77 to 6/30/85. The benefit rate varies with the amount of the service member’s contribution while on active duty.

Chapter 35: The Dependents Educational Assistance Program is for the dependent(s) of a member of the Armed Forces who has died while on active duty or as the result of a service-connected disability, or is 100% permanently and totally disabled for a service-related reason. Dependents receive up to 45 months of full-time benefits. Children generally are eligible for benefits between the ages of 18 and 26, but in certain instances may begin before age 18 and continue beyond age 26.

Under Chapter 35, the student is identified by the veteran’s VA file or claim number (C#) and a suffix. (10 or W, 41 or A, 42 or B, etc.) The Chapter 35 program has its own application form (VA Form 22-5490, and its own Change of Program/Training form (VA

Form 22-5495.)

Chapter 1606: The Montgomery GI Bill - Selective Reserves is for individuals who incurred an initial 6-year Select Reserve obligation after June 30, 1985 in the Reserves or National Guard. In general, they must remain in a Select Reserve status during their 14 years period of eligibility.

Chapter 1607: The Montgomery GI Bill - Selective Reserves is for individuals who serves on active duty on or after September 11, 2001 under title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more is eligible for Chapter 1607. National Guard members also are eligible if their active duty is under section 502(f), title 32 U.S.C. and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds. The educational assistance allowance payable under Chapter 1607 is a percentage of the Chapter 30 3-year rate (Category 1B rate) based on the number of continuous days served on active duty. Note the forms have not been updated to reflect this chapter. Use the forms associated with Chapter 1606 and indicate Chapter 1607 in the remarks section.

NOTE: VA claimants under Chapters 30, 32, 1606 and 1607 need to send in proof of DoD “kickers” or of **additional contributions to Chapter 30 while on active duty** to request increased payment rates. Service-persons under Chapter 30 who are receiving DoD Tuition Assistance (TA) can only request benefits under **CH 30 Top-Up** to cover the part of tuition and fees, which is not covered by TA. Chapter 30, 32, and 35 provide re-imbusement for approved **Licensing and Certification Tests**.

Licensing and Certification Tests: Effective March 1, 2001, VA education benefits claimants may be reimbursed for the cost of licensing and certification tests.

- **Licensing test:** a test required to practice an occupation.
- **Certification test:** provides affirmation of an individual’s qualifications in a specific field.

To apply for payment, the veteran must send a **copy of your test results** to the VA Regional Processing Office, P. O. Box 4616, Buffalo, NY 14240-4616, including the following **information:**

- Your request for reimbursement.
- Your name, address, and social security number.
- The name of the test you took and the date you took it.
- Name and address of the organization issuing the license or certificate (not necessarily the organization that administered the test).
- Cost of the test (registration fees, preparation guides, processing fees, etc. will not be reimbursed).
- The following statement “I authorize the release of my test information to VA.”

If you have never previously filed a claim for VA education benefits, you need to complete VA Form 22-1990 (veterans) or VA Form 22-5490 (dependents).

Other Information: The veteran must be eligible for VA education benefits under chapters 30, 32, or 35. Benefits are payable for the cost of **approved** tests only up to \$2,000 per test. Benefits are not payable for other fees or expenses. Entitlement is charged for each payment. The veteran does not have to pass a test to be paid for it. VA can also pay you for exams that you do not pass. As long as the veteran has remaining entitlement, VA can pay for multiple attempts at an exam.

Responsibilities of the Certifying Official

Primary Function: The primary function is to let VA know if a student is registered for classes in an “approved program”, showing credit allowed for prior training, the beginning and ending dates of the enrollment period, the number of credit-hours or the net amount of clock- hours scheduled per-week, and identifying the type of training as college undergraduate or graduate, non-college degree, high-school diploma, etc.

When to Certify: A student may be certified after applying for admission and pre-registering for classes. The Certifying Official may not have anything to do with the admission process, but should encourage the student to look into financial aid, as the VA benefits are not sufficient to cover all educational costs. (VA students are paid benefits based on the number of approved credit hours they carry and **not** based on the cost of the school they choose to attend.)

How to Certify: You can certify a student for VA benefits by filling out VA Form 22-1999. If a student has used VA educational benefits previously you can certify the enrollment electronically through VA ONCE. We suggest that you familiarize yourself with the form, and then try VA ONCE.

What Is VA ONCE?

VA ONCE is VA’s internet program for electronically certifying student enrollments and changes in enrollment. You can get VA ONCE by going to the web site at the www.gibill.va.gov/once. There is no software to load, it is accessible from any location, provides secure transmission of data, help text for every field and page, validation check, access to VA award data and links to other useful sites.

How Are Enrollment Changes Handled? Monitor the enrollment of VA students to determine any addition, reduction or termination in training on VA Form 22-1999b, “Notice of Change in Student Status”. Receipt of a “non-punitive grade” and academic dismissal need to be reported to VA.

What Records Do I Keep? We require the Certifying Official to keep copies of certifications and changes in enrollment for three years from last date of training (for VA compliance surveys).

VA Inquiries and VA Forms

Students may inquire about the status of their claim by calling toll-free at 888-442-4551 (hit 1 for touch-tone and hit 0 to reach a counselor) weekdays during normal working hours. They will need to furnish their claim number and to identify what forms, where and when they filed a claim with VA. In addition, they can submit inquiries through the question and answer section of our web site at www.gibill.va.gov. School certifying officials should check their section of our web site for the School Official's Guide to Establishing a Frequently Asked Question Account.

A supply of forms should be kept in the office that certifies VA students. Additional forms can be ordered by using VA Form 23-8800. You can fax your order to: (603.222.5745 for NH) or call 603.222.5748 for NH. This "Request for VA Forms and Publications" must be used to order VA Forms 22-1999 and 22-1999b. You can download most other forms from the VA web site by going to:

<http://www.va.gov/forms/benefits.htm>

22-1990: VA Form 22-1990, Application for Education Benefits, is completed by the student the first time an application is made. Please mail in the certification of enrollment (VA Form 22-1999) along with the application and a copy of the student's DD-214 (if the student has been released from active-duty military-service) or a Notice of Basic Eligibility (NOBE) from the unit's Education Officer if the student is in a select-reserve obligation in a Reserve or Guard unit. **Do not delay sending in the 22-1999 if the student doesn't have the DD 214 or NOBE.**

22-5490: VA Form 22-5490, Application for Survivor's and Dependent's Educational Assistance is used by first time Chapter 35 students to apply for benefits. Dependents of veterans have a different VA file number than their Social Security number. It is the VA claim number of the veteran who died while in service or of a service connected disability, or is 100% permanently disabled due to a service-connected disability. The "C" number is followed by a payee number or letter (a "W" or "10" for a spouse or widow(er) and A, B, C, etc. or 41, 42, 43, etc. for children.

28-1905: The student's VA Vocational Rehabilitation case-manager sends you VA Form 28-1905, Authorization & Certification of Entrance or Re-Entrance in Rehabilitation and Certification of Status, to certify the enrollment of Chapter 31 students for both first time enrollments and for subsequent enrollment periods within the approved contract.

22-1995: VA Form 22-1995, Request for Change of Program or Place of Training, is used for students (under Chapters 30, 32 and 1606) who have previously received VA education benefits for training at another institution. It is also used by students who are changing their educational program

- declaring a major, changing the major, or adding a second major. (VA Vocational Rehabilitation students need to obtain a new VA Form 28-1905 from their case manager to approve the new program or place of training).

22-5495: VA Form 22-5495, Request for Change of Program or Place of Training (Survivor's and Dependents Educational Assistance) is used by dependents who are changing their program or school. Chapter 35 students have the veteran's VA claim number and their own payee number (or letter) - instead of their Social Security number.

22-1999: VA Form 22-1999, Certification of Enrollment, is used by the certifying official to tell the VA about the student's enrollment. It includes the dates of enrollment, credit or clock hours, prior credit, type of training, and name of program. This can also be accomplished by using VA-ONCE except for Chapter 31 students.

22-1999B: VA Form 22-1999b, Notice of change in Student Status, is used to notify VA of any change in a student's enrollment - adding or dropping courses that change the student's status. This can be used for all students. These changes can also be reported by using VA-ONCE except for Chapter 31 students.

22-1999V: VA Form 22-1999V, Certification of Delivery of Advance Pay, is used to verify that the student has received the advance pay from the school, and that the student is registered. The student signs the 22-1999V after registering, and after receiving the advance pay, and the school returns the 22-1999V to VA.

28-0175: VA Form 28-0175, Chapter 31 Change in Enrollment, is only used for changes in enrollment for Chapter 31 students.

Military Forms

DD-214: The DD-214 is the veteran's discharge or separation papers. You need to ask for Member Copy 4. This is indicated on the bottom of the form, and this form shows the individual's type of discharge and reason for discharge.

NOBE: The NOBE is a Notice of Basic Eligibility. DD Form 2384-1. This is a temporary eligibility certificate that is issued to individuals in the active Selective Reserves or National Guard who have established eligibility for Chapter 1606, but whose computer record has not yet been updated to show the eligibility.

Other Related Non-VA Forms

DD Form 293: Application for the Review of Discharge or Dismissal from the Armed Forces

DD Form 149: Application for Correction of Military Records

Standard Form 180: Request Pertaining to Military Records (to request a copy of DD 214)

What To Do When A Student Comes In About VA Education Benefits

When a student first comes in seeking your assistance, there are several questions you should ask that will help you decide how best to assist the student. The following are questions you should ask, and information on how you should proceed.

Am I Eligible for VA Benefits? I Have Questions About VA Benefits: Refer the student to the toll-free VA Education Phone number: 1-888-442-4551. Do not try to make determinations of eligibility. The benefit programs change frequently, so it is best to refer the student directly to VA for questions about the programs.

Have You Applied for Admission and Pre-Registered in Classes? If they say **“NO”**, give them the forms, but explain that until they have applied and are pre-registered for classes, you can not certify their enrollment. Direct them to the Admissions Office and recommend they also apply for Financial Aid. Tell them to notify you to request a certification of enrollment when they have registered.

If they say **“YES”**, continue with the following determinations and explain the students' responsibilities regarding withdrawals affecting a change of status, maintaining satisfactory progress, and taking only courses applicable toward the degree goal.

Have You Ever Received VA Education Benefits Before? If the student says **“YES”**, do the following:

- Have them fill out an application, VA Form 22-1995 or VA Form 22-5495 if they are a Chapter 35 student
- Ask them which chapter they are eligible for (many do not have any idea)
If they do not know, ask whether they are or were active military or active reserves. Sometimes a student is eligible under two chapters - they were active and are now active reserve. Chapters 30 and 32 pay better than 1606, so it is best for them to use all their benefits under the chapter that pays the best, and when that is exhausted apply for benefits under the next chapter.)
- Write the Chapter on the top of the form

- If they are Chapter 31, they do not need to fill out either the 22-1995 or 22-5495, refer them to the VA vocational rehabilitation specialist for authorization

The form does not ask for the chapter, but this is information you need when you certify them.

If the student answers “**NO**”, do the following:

- Have them fill out an application, VA Form 22-1990 or VA Form 22-5490 if they are a Chapter 35 student.
- Determine the type of military service that is involved

Did You Have Active Military Service, or Are You an Active Reservist?

- If they have been **discharged**, tell them they need a copy of their DD-214, which they get at the time of their separation from active duty. They should submit this with their application for benefits. If they do not have a copy immediately available, **do not** delay submission of paperwork. VA will ask for a copy if necessary.
- If they are **still active**, they do not have a DD-214 and have Part II of VA Form 22-1990 signed by the Education Service Officer of their military unit
- If they are **Active Reserves or National Guard** (they have signed a 6-year contract with a Unit and are actively drilling), tell them they need to get a copy of the Notice of Basic Eligibility (NOBE) from their unit.

Note: The NOBE is not sufficient for VA after 90 days. At that time, the electronic DOD record should be updated. If it is not, VA will accept a letter on the unit’s letterhead paper, which states that the reservist is under a 6-year contract and that the reservist is actively drilling. The letter should provide a contact person (name & phone number) and it should be signed by the Commanding Officer of the Unit.

- If the student has never served in the active military or reserves, but is a **dependent** with eligibility based on an eligible parent or spouse, have them fill out a 22-5490. (They need to know the veteran’s file or claim number.)
- If the student is **disabled** and wants to apply for vocational rehabilitation, refer them to the Vocational Rehabilitation Specialist. Explain that they will be certified once the VA furnishes the authorization.

Rules Of Thumb (And Their Exceptions)

VA has many rules that govern how benefits can be paid. The following section discusses some “rules of thumb” that will help you in understanding the process and will clarify some of the more complicated areas.

36 Months of Full Time Benefits: Eligible students receive 36 months of full-time VA education benefits. This does not mean they have to go to school full-time. They can receive their benefits in lesser amounts over a longer period of time. If they go to school half-time,

they can receive benefits over a period of 72 months, for $\frac{3}{4}$ time they get 54 months, etc.

If the student is unsure how many months remain, have them call VA., and ask exactly how much their full-time benefits will be. There are many different programs with different “kickers” so it is best to ask VA rather than guess.

Exceptions to the 36 month rule:

- Chapter 31 - VA Vocational Rehabilitation determines the number of months
- Chapter 35 -have 45 months of eligibility
- Students with eligibility under more than one chapter - have up to 48 months

10 Years to Use Benefits: Eligible veterans (CH30, 32, & 1607) have 10 years from their date of discharge to use their education benefits. Under Section 1606, students have 10 years if they became eligible before 1 Oct 92 or 14 years if they became eligible on or after 1 Oct 92. Under CH31, students may be eligible for 12 years from date of notice of Rating. Under Chapter 35 and under specific conditions, surviving spouses may have up to 20 years. If veterans have any doubts about their eligibility urge them to call or go by the VA Office.

Where Benefit Checks are Sent: VA benefit checks are sent directly to the address the student has indicated on the application or that is shown on the certification. Benefit checks are NOT paid to the school. The money is intended to help the student go to school. It does not have to go directly toward school costs. Benefit payments can be used for other expenses.

Exceptions:

Chapter 31: These benefit payments are sent as 3rd party billing. The tuition, fees, and sometimes the parking are billed directly to the VA. VA is also billed directly for books, and certain supplies listed on an approved list of supplies provided by the VA vocational specialist. Supplies not on the list may require special approval.

Advance Payment: An advance payment provides payment for the first partial and first whole month of enrollment. The student must request an advance pay and the school must agree to accept delivery of the advance pay. The school will be sent VA Form 22-1999V, and the advance payment. After the student is registered, the student is given the advance pay. The student also signs the 22-1999V indicating receipt of the advance pay. The 22-1999V is returned to VA.

Direct Deposit: Chapter 30 students can arrange to have their benefit checks deposited directly into their bank account. This is advisable since it eliminated the possibility of a check going to the wrong address or being stolen. The student can call the toll-free number and make arrangements with a VA representative. Note: They still have to complete the monthly certification of training to get paid.

Break Pay: This is sometimes called interval pay. When a student discontinues education for over a month, a break in pay occurs. This means they will only be paid for the exact number of days they were certified for during the month. If later they return to school, they will only be paid for the actual days of enrollment during that first month. If the student is not on active duty, is training at ½ time or greater in the prior term, the break does not exceed 56 days and the break is not shorter than either term, VA does not consider that as a break and pay will continue for the entire break.

During summer months, the break issue is complicated. If the student is enrolled in summer sessions that total at least 8 weeks, then the break between summer sessions can be paid.

Benefits are Paid in Arrears: Generally speaking, benefits are paid in arrears. *After VA has awarded benefits* for an enrollment period, the student will be due payment of benefits for the prior months of training. College degree students under Chapters 30 and 1606, all non-college degree students, (Correspondence course enrollees, commercial flight trainees, and trainees in apprenticeship or On-the-Job programs) *are required to complete a verification of the training that was completed during the prior months before VA will authorize payment of benefits.*

Exceptions:

Advance Pay: An advance payment is made at the beginning of the enrollment period and usually covers the first partial month and the next full month. This is intended to assist the student in meeting the educational expenses that are incurred at the beginning of the enrollment. If an advance pay is received for an enrollment beginning in September, the advance pay would include payment for part of September and all of October. The November payment will not be released until the student completes a monthly verification of training about the first of December - so the student will have a long gap between the advance pay and the next regular payment.

Accelerated Pay: A student under Chapter 30 in an approved, high technology program, seeking employment in a high technology industry, may request a lump-sum payment of 60% of tuition and fees – in lieu of regular Chapter 30 benefits – if tuition and fees would exceed 200% of the Chapter 30 benefit amount payable for the enrollment period being certified. Please note that this type of payment cannot be made before a school term begins.

When to Certify Students:

Chapter 30: These students can be certified up to 120 days before the next semester's classes begin. This is because the student must recertify on a monthly basis.

Chapter 31: These students, if new, can be certified as soon as the vocational specialist authorizes them and they are registered. Returning students can be certified as soon as they

are registered for classes.

Chapter 1606, 32 & 35: Continuously enrolled students (have no break in pay) can be certified 30 -60 days before the starting date of the next semester just like Chapter 30 students. If there has been a break, they cannot be certified until the first day of class unless an advance pay is requested.

Advance pay: Students requesting an advance pay have to be certified so that VA receives their certification at least a month before the first day of class.

Accelerated pay requests cannot be processed before the beginning of the enrollment period.

Enrollment Status: Enrollment status is what determines the rate of pay. Students can be full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, and $\frac{1}{4}$ (or less than $\frac{1}{2}$) time. VA's determination of status may be different from what the school determination is. Check with the VA to see if your schools status is the same as VA's. If a student is $\frac{1}{4}$ or less than $\frac{1}{2}$ time or is still on active-duty, you need to provide the tuition and fees for the student on the enrollment certification.

Undergraduate Students: VA determines undergraduate status so you do not need to report training time, just the credit hours. VA uses a formula that determines the rate of pay based on the number of weeks in the session and the number of hours the student is enrolled in. Usually 12 hours is full time in a semester or quarter.

Graduate/Professional Students: The School (where the student is getting his/her degree) determines the number of credits required for enrollment status to be full-time, $\frac{3}{4}$ time, etc. For these students you need to indicate "training time" on the student's certification. Please note that in determining status, graduate students can have pseudo hours, so even if they have 0.0 (zero) hours, the graduate school can award them status. Be sure to check this.

Students Must be Enrolled in a Program: Students must be taking courses in an approved program and not just taking random courses. They can be enrolled with an undecided major, i.e. Bachelor of Arts, Major – Undecided, for up to 2 terms. Students need to report a change of major on VA Form 22-1995 and the school needs to report the new approved program and "credit for prior training" on VA Form 22-1999 . The school must obtain approval from the State Approving Agency for a "dual objective leading to a common goal" before certifying the enrollment of a student who is enrolled in a second major or has an additional minor which will require the student to complete more credits than is required by the single "approved program".

If the student has not been accepted into a program and has to take several courses to be accepted, get a statement from the School, and certify the student indicating in the "Remarks."

Completing VA Forms

*When completing any VA form, always read the instructions for detailed guidelines. It is helpful to **read the instructions** and fill out a sample form before attempting to assist a student.*

Paper Forms: When completing paper forms, always print clearly and firmly. Complete all sections, and make sure the forms are properly dated and signed. The student should complete the application (VA Form 22-1990 or 22-5490) and request for change in training or place in training (VA Form 22-1995 or 22-5495). The certifying official completes the certification of enrollment (VA Form 22-1999) or change in enrollment (VA Form 22-1999b).

Electronic Forms: Only the certifying official can complete an enrollment certification by electronic forms. Electronic forms are quicker to complete, ensure safe and quick delivery. Many of the forms submitted electronically are processed without human intervention, which ensures faster payment for the claimant. If you have questions on how to complete electronic forms use the Help feature in the program or contact your ELR, Frank Soares, at 207.623.8411 x5094; Program Administrator, Dave Ross; or Program Assistant, Lorraine Heusinger, at 716.551.5205.

Attachment 1 – MGIB Rates

**MONTGOMERY GI BILL (CHAPTER 30)
INCREASED EDUCATIONAL ASSISTANCE ALLOWANCE
EFFECTIVE OCTOBER 1, 2006**

Educational Assistance Allowance for trainees under the Montgomery GI Bill - Active Duty (Ch. 30 of title 38 U.S.C.). The following basic monthly rates are effective October 1, 2006.

For trainees on active duty, payment is limited to reimbursement of tuition and fees for the training taken.

The following rates apply to those completing an enlistment of three years or more.

Institutional Training	
Training Time	Monthly rate
Full time	\$1,075.00
3/4 time	\$806.25
1/2 time	\$537.50
less than 1/2 time more than 1/4 time	\$537.50**
1/4 time or less	\$268.75 **

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$913.75
Second six months of training	\$698.75
Remaining pursuit of training	\$483.75

Correspondence and Flight - Entitlement charged at the rate of one month for each \$1075.00 paid.

Cooperative - \$1075.00

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

The following rates apply to those completing an enlistment of less than three years.

Institutional Training	
Training Time	Monthly rate
Full time	\$873.00
3/4 time	\$654.75
1/2 time	\$436.50
less than 1/2 time more than 1/4 time	\$436.50 **
1/4 time or less	\$218.25 **

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$742.05
Second six months of training	\$567.45
Remaining pursuit of training	\$392.85

Correspondence and Flight - Entitlement charged at the rate of one month for each \$873.00 paid.

Cooperative - \$873.00

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

Basic Institutional Rates for persons with remaining entitlement under Chapter 34 of Title 38, U.S.C. Chapter 30 Category II rates effective 10-01-2006.

Institutional Training				
Training Time	Monthly rate			
	No Dependents	One Dependent	Two Dependents	Each additional dependent
Full time	\$1263.00	\$1299.00	\$1330.00	\$16.00
3/4 time	\$947.75	\$974.25	\$997.75	\$12.00
1/2 time	\$631.50	\$649.50	\$665.00	\$8.50
Less than 1/2 time; more than 1/4 time	\$631.50**			
1/4 time or less	\$315.75**			

Apprenticeship and On-Job Training				
Training Period	Monthly rate			
	No Dependents	One Dependent	Two Dependents	Each additional dependent
1 st six months of pursuit of program	\$1030.20	\$1044.23	\$1056.55	\$5.95
2 nd six months	\$765.38	\$766.43	\$785.53	\$4.55
3 rd six months	\$514.35	\$522.23	\$528.30	\$3.15
Remaining pursuit of program	\$499.05	\$506.48	\$513.23	\$3.15

Cooperative Course				
Training period	Monthly rate			
Oct. 1, 2006 - Sept. 30, 2007	\$1263.00	\$1299.00	\$1330.00	\$16.00

Correspondence - 55% of the approved charges

Flight - 60% of the approved charges

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

**MONTGOMERY GI BILL-SR (CHAPTER 1606)
INCREASED EDUCATIONAL ASSISTANCE ALLOWANCE**

EFFECTIVE OCTOBER 1, 2006

Educational Assistance Allowance for trainees under the Montgomery GI Bill - Selected Reserve (Ch. 1606 of Title 10, U.S.C.). The following basic monthly rates are effective October 1, 2006.

Institutional Training	
Training Time	Monthly rate
Full time	\$309.00
3/4 time	\$231.00
1/2 time	\$153.00
Less than 1/2 time	\$77.25

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$262.65
Second six months of training	\$200.85
Remaining pursuit of training	\$139.05

Correspondence and Flight - Entitlement charged at the rate of one month for each \$309.00 paid.

Cooperative - \$309.00

**RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP - CHAPTER 1607)
INCREASED EDUCATIONAL ASSISTANCE ALLOWANCE
EFFECTIVE OCTOBER 1, 2006**

Educational Assistance Allowance for trainees under the Reserve Educational Assistance Program (Ch. 1607 of Title 10, U.S.C.). The following basic monthly rates are effective October 1, 2006.

For trainees on active duty, payment is limited to reimbursement of tuition and fees for the training taken.

Institutional Training			
Training Time	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
Full time	\$430.00	\$645.00	\$860.00
3/4 time	\$322.50	\$483.75	\$645.00
1/2 time	\$215.00	\$322.50	\$430.00
Less than 1/2 time More than 1/4 time	\$215.00**	\$322.50**	\$430.00**
1/4 time or less	\$107.50**	\$161.25**	\$215.00 **

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

CORRESPONDENCE TRAINING: Correspondence training is reimbursed at:

Correspondence Training	
40% level	22% of the approved cost of course
60% level	33% of the approved cost of course
80% level	44% of the approved cost of course

Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

FLIGHT TRAINING: Flight training is reimbursed at:

Flight Training	
40% level	24% of the approved cost of course
60% level	36% of the approved cost of course
80% level	48% of the approved cost of course

Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

Apprenticeship and On-Job Training			
Training Period	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
First six months of training	\$365.50	\$548.25	\$731.00
Second six months of training	\$279.50	\$419.25	\$559.00
Remaining pursuit of training	\$193.50	\$290.25	\$387.00

(Rates are proportionally reduced if less than 120 hours is worked.)

Cooperative Training			
Training Time	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
Monthly Rates	\$430.00	\$645.00	\$860.00

**SURVIVORS' & DEPENDENTS' - (DEA/CHAPTER 35)
INCREASED EDUCATIONAL ASSISTANCE ALLOWANCE**

EFFECTIVE OCTOBER 1, 2006

Educational Assistance Allowance for trainees under the Survivors' and Dependents' Educational Assistance Program (Chapter 35 of title 38, U.S.C.). The following basic monthly rates are effective October 1, 2006.

Institutional Training	
Training Time	Monthly rate
Full time	\$860.00
3/4 time	\$645.00
1/2 time	\$429.00
less than 1/2 time more than 1/4 time	\$429.00**
1/4 time or less	\$215.00 **

Correspondence - Entitlement charged at the rate of one month for each \$860.00 paid.

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$676.00
Second six months of training	\$527.00
Third six months of training	\$380.00
Remaining pursuit of training	\$157.00

Farm Cooperative Training	
Training Time	Monthly rate
Full time	\$693.00
3/4 time	\$520.00
1/2 time	\$347.00

Special Restorative Training	
Training Period	Monthly rate
Full Time	\$860.00
Accelerated Charges - Cost of Tuition and Fees in Excess of	\$268.00
Entitlement Reduced 1 day for Each	\$28.67 (1/30 th of fulltime rate)

Attachment 2 – Monthly Verification of Employment

Students who receive the [Montgomery GI Bill-Active Duty](#) or the [Montgomery GI Bill-Selected Reserve](#) MUST verify their enrollment on a monthly basis.

This verification process may be completed by using the **Web Automated Verification of Enrollment (WAVE)** application on this web site or the **Telephone Education Certification System** at 1-877-823-2378.

It takes approximately 3 to 4 business days for the systems to reflect the processed verification.

Students may use the **Telephone Education Certification System** to verify their enrollment, if there were no changes to the enrollment during the previous month. If there were changes in the enrollment the student must use the WAVE system or speak with a benefits counselor at 1-888-GIBILL-1.

The [Web Automated Verification of Enrollment system \(WAVE\)](#) system permits students to perform a multitude of functions. For instance, students may:

- Verify that their enrollment has not changed
- Report a change in their enrollment
- Change their mailing address
- Initiate or change their direct deposit information
- View their enrollment period
- View their monthly rate
- Sign up for a monthly e-mail reminder

WAVE Problems. If you tried to log in the WAVE system but it says you do not have a record on file. This does not mean that someone needs to set up your account.

There are a number of reasons that a person may not have a record in WAVE. WAVE contains information on veterans and servicepersons who are actively receiving benefits under the Montgomery GI BILL - Active Duty (Chapter 30) and Selected Reserve (Chapter 1606).

If your application for benefits has not been processed by VA, you will not have a record. If you are receiving Tuition Assistance Top-Up, you will not have a record in WAVE. If you do not need a monthly verification of enrollment for any reason, you will not have a record in WAVE.

The most common reason for not having a record in WAVE is that the DVA have not gotten your application processed. You will normally have a WAVE record the day after we get your application processed.

Schools are not required to report credit hours over and above what is considered full time at their school. Therefore, if DVA considers 12 credit hours as full time and you are taking 15, the school may only report 12.

If the above reasons have not explained why you do not have a WAVE record let DVA know. Be sure to give them your VA claim number, which is usually your Social Security Number.

Attachment 3 – Useful Information

E-Mail Communication. Any e-mail communication to the RPOs must now be sent using the “Ask a Question and Find Answers” feature on the VA Education web site, <http://www.gibill.va.gov>. Since messages sent using this feature are secure, you can send sensitive student information.

To establish yourself as a school account in the system, go to the web site at www.gibill.va.gov and click on the “Questions and Answers” link in the left margin of the home page. Next, click on the “Ask a Question” tab and complete the following data:

E-mail Address: Your e-mail address
Category: VA-ONCE
Subject: School Official

In the large text box: Put “Establish School Official” followed by your VA facility code and Name of School

Press the “Submit Question” button and complete the “New Account” and “Contact Information” page that follows. Press the “Create Account” when you are finished. Once we establish you as a school official you will log in using a login name ((your e-mail address) and a password to access answers to your inquiries and special features intended only for school officials.

Transcript information. Veterans may request copies of their transcripts through the following websites:

USAF: <http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

USCG: <http://www.uscg.mil/hq/cgi/forms.html>

USA/USMC: <http://aarts.army.mil/Form.htm>

USN: <https://smart.navy.mil/request.pdf>

Military Service Records. Veterans may obtain copies of their military records, including health/medical and DD214 through the government archives website (<http://www.archives.gov/veterans/>) or by contacting the records center at the following address.

NARA–National Personnel Records Center
(Military Personnel Records)
9700 Page Avenue
St. Louis, MO 63132-5100
314-801-0800

On the web: www.archives.gov/st-louis/military-personnel/

Horatio Alger Military Scholarship. The Horatio Alger Military Scholarship is reported to be the first national scholarship specific specifically for Afghanistan and Iraq war veterans. The Horatio Alger Association will distribute a total of \$10 million in scholarships to honorably discharged American veterans who fought in Iraq and Afghanistan. To be eligible, veterans must have served in Afghanistan or Iraq in 2001 or later and must demonstrate U.S. citizenship, financial need, and the intent to pursue bachelor's degrees. The deadline for applications is September 1. The *Stars and Stripes* publication reports that the \$5,000 scholarships are to be paid directly to the schools in \$1,250 increments over four years. More information on the scholarships, including an online application, is available at https://www.horatioalger.com/scholarships_military/index.cfm.

Enrollment Certification. In the previous education block on the enrollment certification or in VA-ONCE, if a student transfers into a college and is awarded credits for previous education, the number is reported in this block. Later if the veteran is still matriculated at your school, but takes a course at another IHL, "Transfer U.". Transfer U. does prepare an enrollment certification on the veteran as a guest student. When the credits for this course are transferred back to the matriculated school, is it also reported in the previous education block of the next enrollment certification.

REAP (Chapter 1607). If DVA receive a 1607 election that does not request retroactive payment, DVA will pay from the beginning of the first unpaid enrollment (or for the break plus subsequent enrollment). The award letter will inform the student that retroactive benefits may be paid from the date of eligibility. DVA will need an election from the student

stating he or she wishes retroactive payment. Students may communicate the effective date of their election in writing, by phone or using Right Now Web.

If DVA receive a 1607 election that requests retroactive payment, DVA will pay from the date elected or from the date of eligibility if no election date is specified. If the 1607 election received is not in the best interest of the student, DVA will not process the award. DVA will contact the student to advise him/her of the consequences of the election. The claim will be held 30 days for a response. If no response is received, DVA will process the original election option.

REAP students do not have to self-certify on a monthly basis; their REAP payments will be issued automatically like Chapter 35. There will be no information in WAVE about the REAP award. Note: REAP payment information will not show on the VA-ONCE data screen.

If school certifying officials have previously certify 1606 students, they do not have to recertify them when REAP is elected.

If the student attended school prior to applying for REAP and is eligible to receive REAP benefits for prior attendance, the school will have to certify these prior periods. The Certifying Official can determine the beginning point by checking the eligibility date on the reservist's REAP Certificate of Eligibility.

To apply for 1607 benefits:

If the veteran has never submitted an Education Claim to VA-

Submit an Application for ["Application for VA Education Benefits" \(VA Form 22-1990\)](#) and submit any available documents such as the Discharge from Military Service (DD Form 214), copies of orders to active duty and anything else available as evidence of qualifying service. Annotate "Chapter 1607" prominently on all correspondence and documents. If the veteran thinks he/she may have eligibility under both MGIB-Selected Reserve (Chapter 1606) and REAP (Chapter 1607), the veteran would need to state which benefit is desired. It may be obvious, but DVA is required by law to ask. The statement is as simple as "I request payment of REAP benefits."

If the veteran has previously filed a claim for Education benefits-

A new application form is not required. However, the veteran should submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and anything else available as evidence of qualifying service to help establish

eligibility for this program. The veteran may also submit a "[Request For Change of Program or Place of Training](#)" (VA form 22-1995) which should be annotated "1607."

Annotate "Chapter 1607" prominently on all correspondence and documents. If the veteran thinks he/she may have eligibility under both MGIB-Selected Reserve (Chapter 1606) and REAP (Chapter 1607), the veteran would need to state which benefit is desired. It may be obvious, but DVA is required by law to ask.

There is a potential for Chapter 1606 folks to continue to claim and receive 1606 benefits, but there are some limiting conditions. There has long been a provision for 1606 students to have amended delimiting dates if they were called to active duty. They were awarded an extension of day for day for active duty plus four months. Since 1607 came on the books, qualifying periods (only ONE) of active duty since 9-11 allowed for an election of 1607 (REAP). To claim REAP the selective reserves have to remain on active drill status, and there is no delimiting date so long as they continue to drill. However, if the REAP eligible students then go to the Individual Ready Reserves or take a discharge they lose the REAP benefit. The important quirk or loophole, if you will, is that the veterans who had 1606 extensions for active duty can re-elect 1606 (since they are no longer eligible for REAP) and be paid for the time for which they were extended for active duty even though they are not on active status.

Note a problem may occur when a veteran switches from 1606 to 1607. Due to a quirk in the DVA system, a veteran may receive an overpayment notice or a notice for debt collection. If this occurs, the veteran should contact the DVA in writing immediately to

1. request that the DVA cease such action while the claim is investigated
2. ask for an explanation, and
3. state he/she did not intend to deceive the government.

Attachment 4 – VA-ONCE Enhancements

We are continuously working to enhance VA-ONCE. If you have an idea for an enhancement, please take a moment to complete the following suggestion sheet. If you have multiple enhancements, please use a separate sheet for each one. All requests will be reviewed for possible installation. Completed sheets should be sent to your Education Liaison Representative (ELR).

Thank you,
The VA-ONCE Team

VA-ONCE Enhancement Request

Please provide as much detail as possible in each section!

Name:	Date
School Name:	
Facility Code (If Known):	State:
Contact Information:	

What screen are you on? (e.g.: Bio Page, Certs Page, etc...)
What does the application currently require? (e.g: The "other" remarks section is too small to see everything you are typing.)
What would you like the application to do? (e.g: Increase the size of the other remarks section.)
Please provide any additional feedback you may have regarding VA-ONCE.

Frank Soares
Educational Liaison Representative for
Maine, New Hampshire, & Vermont