



Work Study Allowance Program



A black mug, three paper clips, a pencil, and an eraser on a white surface.

Overview

Work Study is a Veterans Administration (VA) tax exempt education benefit paid to students for performing VA-related activities at an approved Work Study site.

Learning Objectives

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

Know how to contact Work Study

A minimalist desk setup against a white wall. In the center is a white Apple iMac with a black screen displaying the text "Student and Facility Qualifications" in white. To the left of the monitor is a clear glass vase with green grass-like plants, a white Sonos speaker, a smartphone, and a small black device. To the right of the monitor is a white mouse and a silver laptop. The desk is white and the background is a plain white wall.

Student and Facility Qualifications



Student Qualifications

- Approved Education Benefit Programs
- Enrollment Requirements
- Selection Criterion



Approved Education Benefit Programs

Chapter
33

Chapter
30

Chapter
1606

Chapter
32

Chapter
35

Chapter
31

STEM

Enrollment Requirements

- Enrolled in an approved degree, vocational or professional program
- Attending at a rate of $\frac{3}{4}$ time or higher or 75% ROP for Ch33 participants
- Work at an approved work site



Selection Criterion



Service-connected disability



Financial need



Availability of transportation



Motivation



Reasonable accommodation



Facility Qualifications

- Approved Work Sites
- Work Assignments/Duties
- Site Supervisors




Approved Work Sites



Work Assignments

VA Work Study Students must:

- Perform the work listed on the submitted Work Site Application (VA Form 22-10219) and attached position description for work site approval
- Conduct VA-related tasks only
- Work at site listed on time record

 Department of Veterans Affairs DEPARTMENT OF VETERANS AFFAIRS WORK STUDY WORK SITE APPLICATION <i>(Under Provisions of Chapters 30, 31, 32, 33, 35, of title 38 U.S.C. § 3485, 10 U.S.C. Chapter 1606, and Edith Nourse Rogers STEM Scholarship)</i>	
PART I - WORK STUDY WORK SITE APPLICATION	
1A. NAME OF WORK STUDY WORK SITE <i>(Please print legibly)</i>	
1B. MAILING ADDRESS OF WORK STUDY WORK SITE <i>(Complete street address, city, state and 9-digit ZIP Code)</i>	
2A. NAME AND TITLE OF PRIMARY SUPERVISOR <i>(Work Study Work Site Supervisor - Please print legibly)</i>	
2B. PRIMARY SUPERVISOR'S EMAIL ADDRESS	2C. PRIMARY SUPERVISOR'S PHONE NUMBER AND EXTENSION
3A. NAME OF SECONDARY SUPERVISOR <i>(Work Study Work Site Supervisor - Please print legibly)</i>	
3B. SECONDARY SUPERVISOR'S EMAIL ADDRESS	3C. SECONDARY SUPERVISOR'S PHONE NUMBER AND EXTENSION
4A. SIGNATURE OF PRIMARY WORK STUDY WORK SITE SUPERVISOR: Print Name: <i>(Please print legibly)</i> _____ Signature: _____	4B. DATE SIGNED <i>(MM/DD/YYYY)</i>
5A. SIGNATURE OF SECONDARY WORK STUDY WORK SITE SUPERVISOR: Print Name: <i>(Please print legibly)</i> _____ Signature: _____	5B. DATE SIGNED <i>(MM/DD/YYYY)</i>
PART II - TYPE OF FACILITY	
6. PLEASE CHECK THE APPROPRIATE BOX THAT IDENTIFIES THE FACILITY TYPE FOR YOUR ORGANIZATION. <input type="checkbox"/> DOD <input type="checkbox"/> DOMICILIARY CARE <input type="checkbox"/> EDUCATIONAL FACILITY <input type="checkbox"/> NATIONAL CEMETERY <input type="checkbox"/> STATE FACILITY <input type="checkbox"/> VA REGIONAL OFFICE <input type="checkbox"/> VA MEDICAL CENTER <input type="checkbox"/> STATE APPROVING AGENCY <input type="checkbox"/> VET SUCCESS <input type="checkbox"/> NON-VA FACILITY <input type="checkbox"/> OTHER VA FACILITY <input type="checkbox"/> OFFICE OF CONGRESSIONAL MEMBER(S) <i>(Effective August 1, 2021)</i>	
7A. PROVIDE THE AMOUNT OF TOTAL WORK STUDY HOURS REQUESTED FOR THIS ACADEMIC YEAR _____	
PLEASE NOTE: If Educational Facility is checked above, please complete Questions #7B and #7C below.	
7B. PLEASE PROVIDE THE NUMBER OF STUDENTS THAT ARE CURRENTLY IN RECEIPT OF VA EDUCATION BENEFITS.	7C. PLEASE PROVIDE YOUR ORGANIZATION'S 8-DIGIT FACILITY CODE <i>(if known)</i>
_____	_____
VA FORM 22-10219 MAR 2021	
Page 2	

Work Assignments by Facility

VA Facilities

- No limitation as to the VA-related duties for Work Study students at any VA facility

Educational Institutions

- Limited to the type of work students can perform regarding VA related information

DOD Facilities

- Only students receiving educational assistance under Chapter's 1606 may participate in the Work Study allowance program at these facilities

Non-VA Facilities

- Can only use Work Study students for disseminating information (outreach) on VA benefits and services

Work Assignments by Facility (cont.)

National Cemetery

- Students may assist with the administration of national cemeteries or state Veteran's cemeteries

SAA's

- Students may assist State Approving Agency employees in performing outreach

Hospital and Domiciliary Care

- Students may assist with the provision of hospital and domiciliary care and medical treatment to Veterans in a state facility

Congressional Offices

- Students may help prepare and distribute information to members of the Armed Forces, Veterans, and their dependents about the benefits and services administered by VA

Site Supervisors



Responsibilities:

- Provide direct supervision
- Provide training
- Ensure approved tasks are performed
- Ensure approved hours are worked
- Maintain records
- Read handbook



**Section
Review**

Knowledge Check #1



Work Study students will receive a W-2 every year for time worked as a VA Work Study.

- A. True
- B. False

Knowledge Check #1



Work Study students will receive a W-2 every year for time worked as a VA Work Study.

~~A. True~~

B. False

Knowledge Check #2



Which statements are the most accurate about student selection?
(Select all that apply)

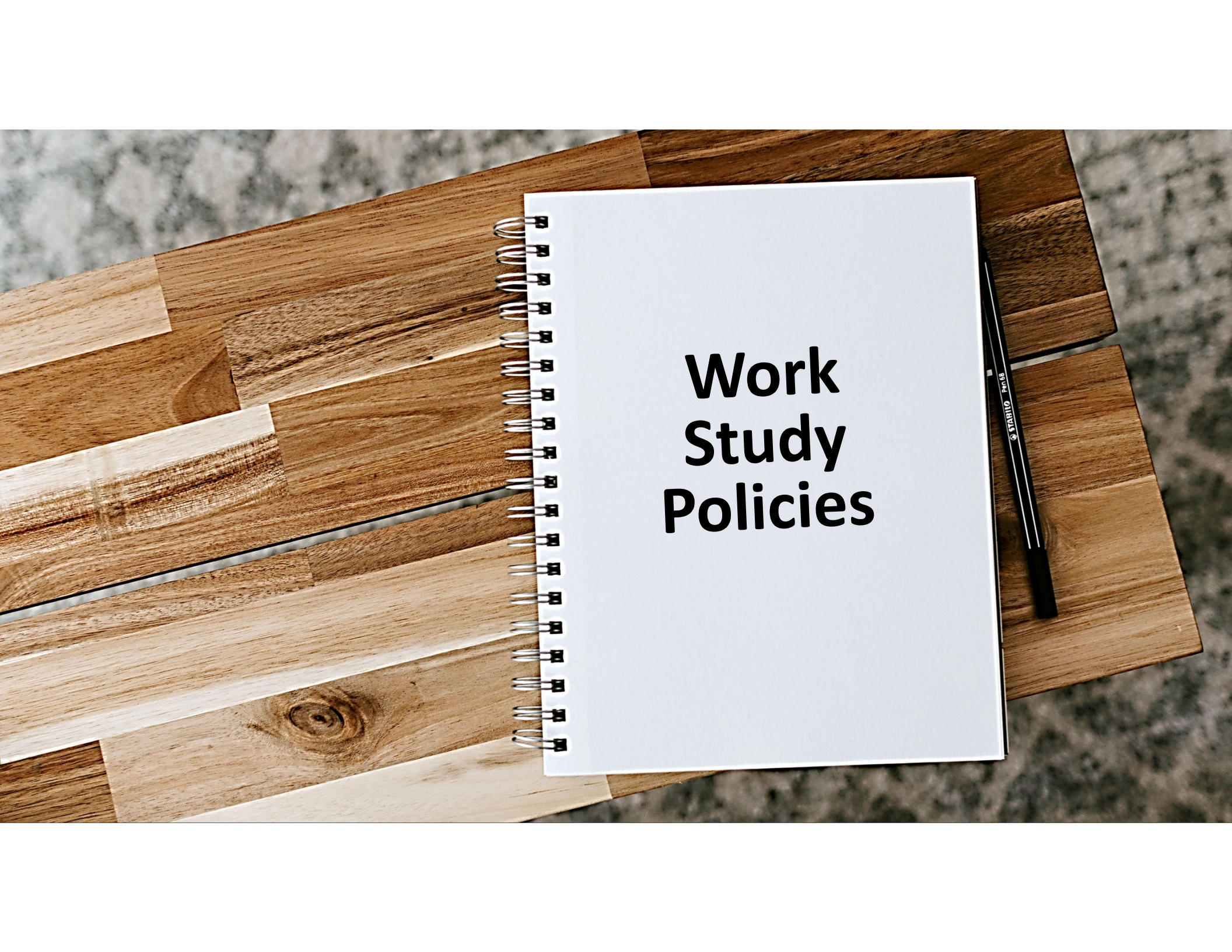
- A. Service-connected disabilities have priority
- B. They do not need to exhibit financial need
- C. Must have availability to transportation
- D. Work assignments don't conflict with disability

Knowledge Check #2



Which statements are the most accurate about student selection?
(Select all that apply)

- A. Service-connected disabilities have priority**
- ~~B. They do not need to exhibit financial need~~
- C. Must have availability to transportation**
- D. Work assignments don't conflict with disability**

A spiral-bound notebook with a white cover is placed on a wooden surface. The cover features the text 'Work Study Policies' in a bold, black, sans-serif font. To the right of the notebook, a black pen with 'STARBUCKS' and 'Pens' printed on it lies horizontally. The wooden surface is composed of several planks of light-colored wood with visible grain and knots. The background is a blurred, light-colored surface.

Work Study Policies

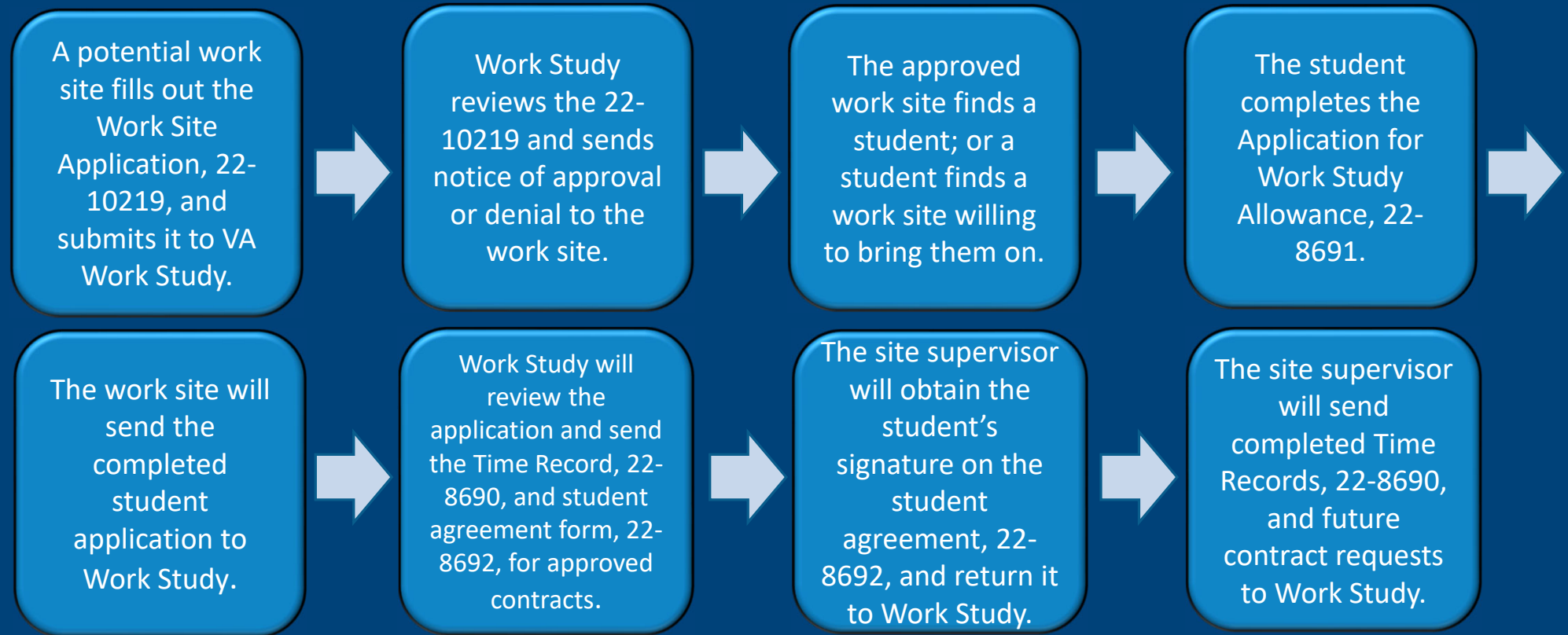


Work Study Contracts

- Contract Agreements
- Contract Approval
- Contract Dates
- Contract Extensions



Contract Agreement Process



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

Hours of Service

- 25 hours per week, prorated for partial weeks
- Can be up to one (1) year or 1300 hours
- Not limited to number 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



Contract Extensions

- A continuation of the original agreement
- A contract extension can begin up to 30 days before the next term begins
- All hours from 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



Zero Hour Extension

Used at the end of a contract

Additional timeframe to work hours from previous contract

Does not exceed 30 days from **END DATE** of previous contract

Not to be used when out of hours on previous contract

Zero hour extension requests can be submitted through the GI Bill ® Ask VA site

Must be approved by VA



Work Study Payments

- Time Records
- Payment Parameters
- Advanced Payment
- Change in Enrollment Status



Time Records

Site Supervisor
submits student Time
Records on VA Form
22-8690

Time records are
processed in order of
receipt

Hours should be kept
cumulative, initialed,
signed, and filled out
before starting a new
Time Record

Zero-hour time
records must
continue with
cumulative hours
from previous time
records

Payment Parameters

Paid in 50-hour increments or two weeks

Paid the higher of either the state or federal minimum wage

Hours worked on or after effective date of Department of Labor new rates will be paid at the higher rate

VA will not process and pay out "Future Dates"

Students will not be paid prior to the date VA approved

The student can expect payment 3-5 business days after time record processed

Email notification sent to student and site supervisor once payment is processed

Advanced Payment

- Students may elect to be paid in advance for 50 hours in their Work Study agreement
- Advanced payment is recouped from the first regular payment
- Students must fulfill their requirement within 60 days of starting their contract
- Advance payment and time records cannot be processed until the signed contract is received



Change in Enrollment Status



Reduction

- In most instances, VA allows the student to continue/finish
- If the pattern continues, VA will notify site and student

Termination

- Contract stopped at the end of the month of withdrawal
- If advancement received, the student is allowed to work until it's paid



A white sheet of paper is centered on a brown background. The paper is held at the top by a black binder clip. To the left of the paper, there is a silver pencil sharpener and a white pencil with a black eraser tip. The text 'Section Review' is written in a large, bold, black font in the center of the paper.

Section Review

Knowledge Check #1



Which statements are the most accurate about hours of service? (Select all that apply)

- A. 25 hours per week, prorated for partial weeks
- B. Can be up to one (1) year or a maximum of 1300 hours
- C. Limited to a number of hours in a day or week
- D. Can only work number of hours approved on contract
- E. Is eligible for overtime pay

Knowledge Check #1



Which statements are the most accurate about hours of service? (Select all that apply)

- A. 25 hours per week, prorated for partial weeks**
- B. Can be up to one (1) year or a maximum of 1300 hours**
- ~~C. Limited to a number of hours in a day or week~~
- D. Can only work number of hours approved on contract**
- ~~E. Is eligible for overtime pay~~

Knowledge Check #2



A student is enrolled in a term beginning 8/15 to 12/15 and has a Work Study contract for this time period. The student withdraws from the term effective 10/15. The student can work and be paid as a WS student until 12/15.

- A. True
- B. False

Knowledge Check #2



A student is enrolled in a term beginning 8/15 to 12/15 and has a Work Study contract for this time period. The student withdraws from the term effective 10/15. The student can work and be paid as a WS student until 12/15.

A. ~~True~~

B. **False**

Public Law 116-154



Improvement to
Work Study Act


Public Law 116-154 Highlights

- Allows a 154 Administering Facility (154AF) to pay Time Records to GI Bill students at their facility
- A 154AF can be an approved education facility with a Facility Code assigned to it and students receiving GI Bill benefits at that institution
- A Non-154 Administering Facility (non-154AF) is an approved VA Work Study work site that is not approved to administer the payment of Work Study benefits
- Students enrolled at 154AF educational institution and is a Work Study at a non-154AF work site; the non-154AF cannot opt-out of 154AF certification and payment system
- Approved 154AF will receive a lump sum amount which must be used to pay VA Work Study students only
- An educational institution wanting to be 154AF must complete and submit PL 116-154 Participation Form, 22-10270, within the open enrollment period and submit a Position Description with a 22-10219
- Academic year and funding: August 1st to July 31st
- See the link on the Resources page of this presentation for more in-depth training on PL-116-154

Resources



Submitting VA Work Study Documents



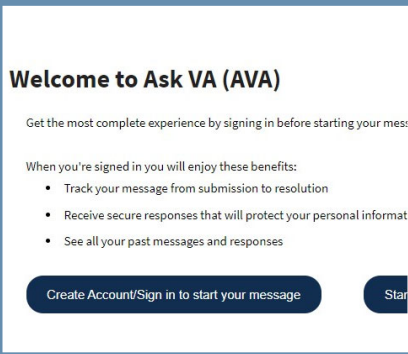
Forever
GI Bill

Click here to see how
the Colmery Act
may impact you

RESOURCES

Submit Questions and
Documentation

Ask AVA



Welcome to Ask VA (AVA)


Get the most complete experience by signing in before starting your message.

When you're signed in you will enjoy these benefits:

- Track your message from submission to resolution
- Receive secure responses that will protect your personal information
- See all your past messages and responses

Create Account/Sign in to start your message

<https://ask.va.gov>

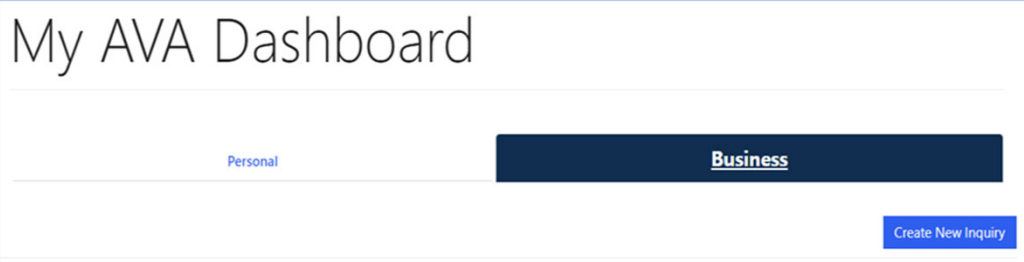


DS

ID.me

My healthvet

Secure VA Partners



My AVA Dashboard

Personal Business

Create New Inquiry

Submitting VA Work Study Documents

Ask.VA.gov > New Inquiry

0%

Tell us about your question

Which category best describes your question? * **(Required)**
Education (Ch.30, 33, 35, 1606, etc. & Work Study) [x] [q]

Which topic best describes your question? * **(Required)**
Work Study [x] [q]

Which sub topic best describes your question? **(Required)**
Application [x] [q]

Tell us the reason you're contacting us? **(Required)**
Other [v]

Are you currently an employee of the VA?
 No Yes

I am a: **(Required)**
Work Study Site Supervisor [v]

School Facility Code [input] [q]

State of School
Florida [v]

How should we get in touch with you? **(Required)**
Email [v]

Subject **(Required)**
Zero Hour and Extension Request for ACN 12345678

What is your Question? **(Required)**
Requesting a zero hour and extension for John Doe.

Next

Ask.VA.gov > New Inquiry

33%

Tell us about yourself

First Name **(Required)** [input]

Middle Name/Initial [input]

Last Name **(Required)** [input]

Preferred Name [input]

Pronouns I Use [input]

Suffix [input]

Daytime Phone **(Required)** [input]

Email Address **(Required)** [input]

Re-enter Email Address **(Required)** [input]

To update any of the required fields above, please choose 'Update My Profile' then save and return to this page

Previous Next Update My Profile

Attachments

less than a minute ago [input]

Inquiry Attachment

22-10219 WS Work Site Application.pdf (1.06 MB)

Add Attachment

Previous Submit

Your inquiry has been submitted!

Thank you for submitting your Inquiry with the U.S. Department of Veteran Affairs. It is our commitment to provide an excellent customer service experience to all Veterans and members of our Veteran community. To all who have served or continue to serve, we thank you for your service.

Your Inquiry **A-20230523-866480** has been successfully submitted. Please refer to this ID in any future communications regarding your Inquiry.

You will also receive an email confirmation for your records.

If you are in immediate danger, please call 911. Please do not use Ask VA Inquiry for urgent needs or medical emergencies.

For immediate help in dealing with a suicidal crisis, please call 988 and Press 1, chat online at [VeteransCrisisLine.net/Chat](https://www.veteranscrisisline.net/Chat), or text 838255.

Resources



- Ask VA website: <https://ask.va.gov/>
- Work Study Site Supervisor phone number: 1-855-225-1159, option 2
- Work Study students may call: 1-888-442-4551
- [PL 116-154 Improvement to Work Study Act Training Video](#)

Summary

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

Know how to contact Work Study

Questions?



Thank You!