

Frequently Asked Questions

Q. *How do I initiate a work-study contract?*

A. Fill out VA Form 22-8691, Application for Work-study Allowance and attach a position/job description. **Email:** We will process the application and **email a** blank time sheet (make copies) back to you for the work-study to sign and return via email only. Do not mail. Email the signed contract back to the work-study office. Keep time in a cumulative manner. Email time sheets after the completion of every 50-hour increment unless it is the final time sheet. Final timesheets may be submitted regardless of accumulated hours. Example, 1 thru 51 fax, 51 thru 100 fax, 101 thru 150 send, and continue with the cumulative total.

Q. *Can the work-study work without a contract?*

A. **NO!!!** Hours worked prior to the VA having a signed contract will be **UNPAID**.

Q. *How is the number of hours given on a contract determined?*

A. The hours are determined by the computer after the term dates are input, based on 25 hours per week of enrollment.

Q. *What determines the start date and end date of a contract?*

A. The contract start date is based on the application processing date and the school certification date.

Q. *Can the work-study work through breaks?*

A. Yes, if the contract is in effect and hours are left on contract.

Q. *My contract will end in a few days. How do I get another contract?*

A. Send in time sheet indicating "FINAL" and "REQUEST EXTENSION" in Remarks, item 8. We will process the final time sheet and new contract/extension providing eligibility and enrollment exist.

Q. *Can my contract be written for more than one enrollment term?*

A. Yes. If the work-study is enrolled and has certified eligibility, the contract will be written for the length of the confirmed enrollment. Example January 3, 2010 thru December 31, 2010 or for any lesser period as one may be enrolled and certified. The maximum hours allotted in a one year time frame is 1,300.

Q. *What about advance pay?*

A. Advance pay should be requested when a new application is sent. We can advance pay 50 hours.

Q. *What happens if the advance pay does not get worked off?*

A. We will make every effort to allow the work-study to work the debt off. If we are unsuccessful a debt will be created and processed in the same manner as a payment would be processed.

Q. *What happens if work-study drops below 3/4 in training time? If the student informs supervisor who informs the work-study coordinator.*

A. The work-study participant must discontinue working when training time falls below $\frac{3}{4}$ training.

Q. *Who determines whether a student may work at a site?*

A. The supervisor and the work-study coordinator. The supervisor has to request by sending in application and the coordinator will approve or disapprove the position/job description.

Q. Can work-study change locations?

A. Yes. As long as the site they want to go to has a position/job description that is approved and if the site has a vacancy and we have approved them for an additional work-study. In any event all changes must be with the approval of the work-study coordinator. **Work-study students are not authorized to work from home.**

Q. What happens when a work-study is at the end of the contract and has hours left to work?

A. The contract will end on the end date and hours will be paid only for the hours worked up to the end date.

Q. Who is in charge of the work-study?

A. Every location should have a full time paid VA employee or representative designated as the work-study supervisor. **The supervisor is over the work-study.** Work-study students are not authorized to work independently at anytime. They must be supervised. The work-study coordinator works directly with the supervisor. ALL Questions that cannot be answered by the worksite supervisor should come through the supervisor to the work-study coordinator. If a work-study feels she or he needs to call, they should direct their call to 1-888-442-4551, the phone unit at that number is prepared to answer most questions.

Q. How long does it take for time sheets and applications to be processed and how long will it take for payment to be received?

A. We will make every effort to process all time sheets and applications within 7 business days after receipt. Payment when direct deposit exists will normally take 7 to 10 days, after processing. Chapter 35 recipient's checks must be mailed and can take a little longer. Holidays and other unforeseen events can have an effect.

Q. What are the duties of the work-study pertaining to the work site?

A. The duties are based upon the approved position/job description, which must have prior approval, by the work-study coordinator. The supervisor may assign other various duties as long as they fall within the scope of the approved position/job description. The work-study is also responsible to record accurately and plainly all hours worked and initial the same. The supervisor will recheck the accuracy prior to submitting.

Q. What happens when an interim time card is submitted requesting payment that has insufficient hours and does not have the proper initials on it?

A. Any time sheet and or application that are found to be insufficient will be returned back to the sender for completion. Partial hours shy of 50 will not be processed unless it is marked FINAL.

Q. Are work-study students allowed to transport veterans in motor vehicles?

A. **No.** Work-study students are not allowed to transport veterans in any form of motor vehicles.