

DUTIES OF A SCHOOL CERTIFYING OFFICIAL

FASFAA Annual Conference,
May 31, 2017, Orlando, FL

You are here

We are here
to help you
find your way



Ron Scoggins
Supervisory Education Liaison Representative
VA Central Office Education Service – Southern Region



U.S. Department
of Veterans Affairs

DUTIES OF A SCHOOL CERTIFYING OFFICIAL

- Basic Terminology
- Basic Responsibilities
 - Keep VA Informed of Student Status
 - Keep SAA of School Changes
 - Keep Supervisors Informed of Internal Problems
 - Keep Informed of VA Rules and Policies
 - Assist VA Students
 - Maintain Student Records and Make Available to VA and SAA
- What Should a School's VA File Contain

BASIC TERMINOLOGY

- **BDN** – **B**enefits **D**elivery **N**etwork
- **IHL** – **I**nstitution of **H**igher **L**earning
- **LTS** – **L**ong **T**erm **S**olution
- **NCD** – **N**on **C**ollege **D**egree school
- **NOBE** – **N**otice **O**f **B**asic **E**ligibility
- **RPO** – **R**egional **P**rocessing **O**ffice
- **SAA** – **S**tate **A**pproving **A**gency
- **TIMS** – **T**he **I**mage **M**anagement **S**ystem
- **WEAMS** – **W**eb **E**nabled **A**pproval **M**anagement **S**ystem

BASIC RESPONSIBILITIES

- **Keep VA informed of the enrollment status of veterans and other eligible persons**
- **Keep SAA and VA informed of new programs, changes in programs, institutional changes such as changes in telephone numbers, address, certifying officials, etc.**
- **Apprise supervisors of any internal problems which may effect service to VA students**
- **Keep up to date on current VA rules and benefits**
- **Assist VA students in applying for education benefits**
- **Maintain records of VA students and make available for inspection**

KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- Basic forms to use are:
 - Enrollment Certification (VAF 22-1999)
 - Notice of Change in Student Status (VAF 22-1999b)
- Must report all enrollments and changes **within 30 days of the event** – Title 38 CFR 21.4203(a)(1)
- The use of VA-ONCE is highly recommended
- Must monitor unit subjects pursued and certify only those that apply to the student's current program – Title 38 CFR 21.3021(h)
- Must monitor student's grades to ensure (s)he is making satisfactory progress and report unsatisfactory progress – Title 38 CFR 21.4253(d)(4)
- Must monitor student's conduct and report when student is suspended/dismissed for unsatisfactory conduct – Title 38 CFR 21.4243(d)(4)

KEEP VA INFORMED OF EACH STUDENT'S ENROLLMENT STATUS

- **Must be able to monitor financial aid use by Post-9/11 GI Bill students and be able to differentiate between tuition and fee payments from other sources in order to properly certify tuition and fees to VA – Title 38 CFR 21.9640**
- **Must ensure that ledgers contain all debits, credits, payments, etc., and that all are clearly identified**
- **Must administer and monitor the Yellow Ribbon program at schools that participate**

Keep SAA Advised of School Changes

SAA approves all schools, NCD programs at all public IHLs and private non profit IHLs, all flight schools, all OJT and Apprenticeship employers/committees, all original approvals, changes in ownership, and changes of address for all schools. Title 38 CFR 21.4001 and Public Law 111-377

- **New programs and changes in current programs**
- **Changes in tuition and fees**
- **Changes in academic policies and procedures**
- **Changes of address, phone numbers, certifying officials**
- **Change in the school name**
- **Any other information the SAA or VA requires**

SAA forms to request approval of new programs, revisions to existing programs, revisions to the school's status (change of address, change of ownership, accreditation status, etc.), may be found at their website:

<http://floridavets.org/benefits-services/state-approving-agency/school-approval-saa-forms/>

Keep Supervisors Apprised of Internal Problems

- Failure of records office to inform you of grades, grade changes, academic problems, etc.
- Failure of instructors to inform you of attendance/attendance problems
- Failure of other offices to inform you of new programs, changes in current programs, changes in tuition and fees, etc.
- Failure of mail distribution center to forward appropriate mail to your office
- Failure of Bursar's or Financial Aid Offices to promptly inform you of tuition & fee payments from other sources and to fully identify those sources. Also any failure to provide fully detailed payment ledgers

Keep Informed of VA Rules & Policies

- Give e-mail address to ELR to be included on mailing list
cynthia.kujawski@va.gov
- Read and maintain VA bulletins
- Read and keep in a safe place your copy of any VA Handbooks
- Attend VA and SAA training opportunities
- Enroll in VA online training

Assist VA Students

- **Maintain copies of appropriate application forms and address for GI Bill Website**
<http://www.gibill.va.gov/>
- **When asked, help veterans & dependents complete and send in applications**
- **If student cannot resolve pay problems, assist through VA channels designated for school officials**
- **Disseminate and/or post information on VA education benefits and programs, and contact points**
- **Ensure that VA students are fully aware of their responsibilities to the school and VA**

Maintain Student VA Records & Make Available to VA & SAA

- Retain file of VA papers submitted & records of academic progress, program pursuit, tuition & fee debits/credits, etc.
- Maintain records for **at least three years** following the student's last date of attendance – Title 38 CFR 21.4209(f)
- Ensure that your records are kept in a safe place and that the privacy of your VA students is protected
- Make available all school records (VA & non-VA) to representatives of the SAA and VA – Title 38 CFR 21.4209(a)
- Records may be maintained in a wholly electronic format as long as the ability to produce paper copies remains an option

What Should a School's VA File Contain?

- Copies of all VA paperwork
- Your school's transcript, grade reports, tuition payment/refund records, records of tuition & fee payments from other sources (& full identification of those sources on a detailed payment ledger), drop slips, registration slips (for those courses dropped during drop/add), transcripts from previous schools with evaluations of same, student's school application, records of disciplinary action, program outline (to track proper courses taken), enrollment agreement, degree audits, etc. – Title 38 CFR 21.4253(d)
- NCD schools must include monthly attendance reports including first and last day attended, copies of documentation for excused absences, class schedules, etc. – Title 38 CFR 21.4253(d)(5)



QUESTIONS?

VETERANS BENEFITS ADMINISTRATION

This presentation was created by Ron Scoggins and revised May 2017