

A group of graduates in blue gowns and caps, seen from behind, with their arms raised in celebration. The background is a soft-focus outdoor setting.

2017 VETERANS EDUCATION BENEFITS

Presented by:

Maryland State Approving Agency

&

Department of Veterans Affairs

SCO TRAINING AGENDA

8:30 am - 9:00 am	Networking and Refreshment
9:00 am - 9:10 am	Welcome & Introductions
9:10 am - 9:15 am	GI Bill® Overview & Updates
9:15 am - 9:30 am	School Certifying Official Responsibilities
9:30 am - 10:00 am	VA-ONCE Training & Certification Process
10:00 am - 10:30 am	Debt Management
10:30 am - 10:45 am	Questions & Answers
10:45 am - 11:00 am	Break
11:00 am - 11:30 am	Compliance Survey - Best Practices
11:30 am - 12:00 pm	IHL Program Approval Process
12:00 pm - 1:00 pm	OPEN SESSION

U.S. DEPARTMENT OF VETERANS AFFAIRS



MARYLAND
STATE APPROVING AGENCY

**Department of Veterans Affairs
Veterans Benefits Administration**



**Education Services
VA Central Office (VACO)**



**Regional Processing Offices
Chief Education Liaison Officers (CELOs)**



Education Liaison Representatives (ELRs)



State Approving Agencies (SAAs)

VETERANS EDUCATION BENEFITS

POST-9/11 GI BILL® – CHAPTER 33

GENERALLY, 15 YEARS FROM LAST DAY OF ACTIVE DUTY

MONTGOMERY GI BILL® – CHAPTER 30

GENERALLY, 10 YEARS FROM LAST DAY OF ACTIVE DUTY

MONTGOMERY GI BILL® – SELECT RESERVE – CHAPTER 1606

GENERALLY, ENDS THE DAY YOU LEAVE THE SELECTED RESERVE

RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP) - CHAPTER 1607

ENDED NOVEMBER 25, 2015

VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP) – CHAPTER 32

10 YEARS FROM LAST DAY OF ACTIVE DUTY

SURVIVORS & DEPENDENTS EDUCATIONAL ASSISTANCE (DEA) – CHAPTER 35

SPOUSE: 10/20 YEARS -- CHILD: AGES 18-26

School Certifying Officials (SCO)

**WHAT ARE YOUR
RESPONSIBILITIES?**

A School Certifying Official (SCO), sometimes referred to as a Veterans Certifying Official (VCO), is:

A person at an educational institution or training facility whom VA has delegated the authority to sign enrollment certifications, other certification documents and reports relating to VA Education Benefits.

There may be more than one SCO for each institution.

Request to Add/Delete SCOs – VA Form 22-8794, Designation of Certifying Officials (see Appendix 1)

Basic Responsibilities

- Keep VA informed of the enrollment status of veterans and other eligible persons.
- Keep SAA or VA (as appropriate) informed of new programs, changes in programs, institutional changes, etc.
- Submit Annual Renewal Requirements
- Apprise supervisors of any internal problems which may affect service to VA students.
- Regularly view GI Bill® Website for updates
- <http://www.benefits.va.gov/gibill/>
- GI Bill® Comparison Tool
- Assist VA students in applying for education benefits.
- Maintain records of VA students and for inspection.

Chapter 33

Post 9/11 GI Bill[®] Updates



- Tuition-and-Fees payable for 100%-eligible Chapter 33 beneficiaries attending private institutions will be capped at \$22,805.34 (AY 2017) for the VA Academic year (August 1 – July 31)
- Flight Annual Cap is \$13,031.61
- The actual net costs not to exceed \$13,031.61 per academic year.
- The cap applies to all classes and/or enrollments that begin during that academic year, regardless of the academic year in which the classes or enrollments are completed.
- Stipends for books and supplies are capped at \$1000 per academic year. No Change.
- Payments are made directly to the student's personal bank account via direct deposit.

VANCE

THE CERTIFICATION PROCESS

Initial Setup – Log On

Log in using your VA provided user ID and temporary Password. NOTE: Your browser must allow “Pop-Ups” to view this page.

VA-ONCE STUDENT LOGIN PAGE (U.S. Department of Veterans Affairs) - Windows Internet Explorer

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages
SEARCH
[Open Advanced Search](#)

Home Veteran Services Business About VA Media Room Locations Contact Us GI Bill Links

VA-ONCE

Please type in your Login Name and Password

Login Name:

Password:

[LOGIN](#)

[E-mail me my password?](#)
[Show me my password hint?](#)

News Flash
February 24, 2015

The Veterans Choice Act goes into effect July 1. To allow time for states to make their legislative/policy changes, School Certifying Officials at **public institutions of higher learning** in states/territories other than those in compliance (currently Texas and Georgia) need to follow these procedures when certifying enrollment for terms.

[How do I sign up for VA-ONCE?](#)
[What is my login name?](#)
[How long does the password have to be?](#)
[What if I do not remember my password?](#)
[Why doesn't the password I was sent work?](#)
[What web browser should I use?](#)
[When was the latest update?](#)
[What changes were made in the last version update?](#)
[Keyboard Shortcuts](#)
Tools Margin Help

[Manuals & Regulations](#) | [Reports](#) | [If You Owe VA Money](#) | [GovBenefits.gov](#) | [USA Services](#)
[Español](#) | [VA Forms](#) | [Frequently Asked Questions \(FAQs\)](#) | [Web Policies & Important Links](#)

VA-ONCE Version P039 Database Date: (11/30/2014)

<http://www.va.gov/> 100%

Initial Setup - Changing your password

Completed “New Password”, “Confirm Password”, and “Password Hint”. Click “Change Password”.

VA-ONCE Change Password - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Select
Admin
Reports
Logout

Change Password

*** Enter new password and password hint ***

Login Name: bobahles

New Password:

Confirm Password:

Password Hint:

Change Password

Passwords must consist of 3 of the 4 following categories:
Uppercase; Lowercase; Numeric; Special Characters.

NOTE: You will be prompted to change your password every 90 days. If you do not log in, your account will be deleted after 120 days of inactivity.

Tasks Margin Help

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint ... | VA-ONCE Change Passw... | Trusted sites | 1:49 PM

VA-Once Overview

ACTIONS

Across the top of every screen are the actions that can be performed on that page.

The 3 mini tabs located at the bottom of every VA ONCE screen are the TASKS, MARGIN, and HELP tabs.

The TASKS tab is the default. When it is selected you will see the Main Task Buttons: **Select**, **Admin**, **Reports**, and **Logout**.

MAIN TASK BUTTONS

MINI TABS

Helpful definitions for modifying enrollments:

Adjust - Allows you to report a decrease or increase in hours only for the term.

Amend - Allows you to edit the beginning date, ending date, or tuition and fees. This feature should be used if you are correcting something, other than hours, on the original enrollment certification.

Terminate – Allows you to report when a student is no longer attending the term (dropped to zero credits).

Correcting an erroneous enrollment certification

Graduation/Completion or Termination

All students actively using VA Education's benefits should be terminated in VA-ONCE upon completion, graduation or termination from their program; select appropriate reason for termination.

If the student is completing a Non-College Degree program, "End of Term or Course" should be selected as the termination reason. The last date of the term selected will be pre-populated as the date of termination. If subsequent terms were previously certified, VA-ONCE will prompt you to terminate those enrollments, or to leave them as previously certified.

Termination "Unsatisfactory Attendance, Conduct, or Progress" - VA-ONCE will insert the end date of the term as the default "LDA/EFF Date". You can change the default end of term date if it isn't the correct date.

In the event that an institution determines that they owe funds to the VA, payments should NOT be sent to the VA until the institution receives a debt letter from VA's Debt Management Center

Treasury Offset Program (TOP) – if the institution fails to respond to multiples debt management letters, the TOP will capture funds payable to the school by other government agencies (i.e., public institutions receiving Title IV Funds)

Debt management number is 1-800-827-0648

International callers 1-612-713-6415

Debt Management

Refer to SCO Handbook, pages 93 - 110

Compliance Surveys

Routine reviews of selected students' records to verify that payments of GI Bill® benefits were properly made to your VA students in order to:

Assist School Certifying Officials in better understanding their responsibilities and the procedural requirements of VA

Ensure schools and training establishments--along with their approved courses and programs--are in compliance

Monitor and assure continued acceptability of approval at previously approved facilities

Survey Records Required

Institutional Records Needed for Student Records

Unofficial transcript

Copy of Enrollment Agreement

Survey Records Required Advertising Materials

85/15 Compliance information (see Appendix 5)

Copy of Student Account Ledger - Detailed Records of Tuition and Fees; for Chapter 33 students –

Include all payments/credits from the VA, institutional, private, federal and other payors.

Must be detailed enough to determine the source of all debits and credits, including how charges were determined and payments were credited.

The term in which any charges/payments/credits occur should be clearly identified and linked to the appropriate dollar amount.

VA payments and refunds should be clearly labeled as such

Copy of Student enrollment/training schedules

Identifying start date, end date

Verification of prior credit evaluations

Academic Progress / Attendance standards

Obtaining LDA or last activity to confirm withdraw of subjects for student records

Web Enabled Approval Management System (WEAMS) Public
<http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>

Institutional program inventory
with Maryland Higher Education Commission (MHEC)
(The SAA will only approve programs as designated by the Secretary of
Higher Education)

Approval Process

Request for Approval

- Has the program been approved in its entirety by MHEC?
- Request application from SAA (via email or call)

Submission

- Submit completed application and supporting documents to SAA (must have Certifying Official's signature)

SAA REVIEWS & DETERMINES ELIGIBILITY

(30 - 45 days)

- SAA approves requests; or
- Requires additional information & approves; or
- Denies the request based on applicable CFR or COMAR

SAA TO ELR

- SAA forward approval packet to ELR for final review
- ELR processes approval
- Updates WEAMS
- Notifies School

SCHOOL OR FACILITY

- **READY TO CERTIFY STUDENT**

CATALOG SUBMISSIONS

Certified catalog submission with Standard Certification

“True and correct as to content and policy”

with Certifying Official’s signature

**** One copy to SAA and One copy to ELR (must be hard copy) ****

Submit NCD Catalog Review Form (see Appendix 2)

(CD or DVD versions are strongly encouraged to SAA only!

No links; pdf version required)

Additional publications as needed (i.e. Student Handbook)

Program Schedules (Start & End Dates)

New or updated academic/training schedules must be submitted to the Maryland SAA

Training Academies – Must submit each training schedule including total number of hours for classroom & field training. Copy of third party agreement (if applicable) (see Appendix 3)

Flight Schools – Submit Flight Training Overview (see Appendix 4)

Submit via email – vaeducationbenefits.mhec@maryland.gov

VA Toll-Free Numbers

SCO Only Hotline: 1-855-225-1159

(Only for SCOs & must have your facility code)

Student Resources:

Education Center: 1-888-442-4551

General VA Info: 1-800-827-1000

eBenefits – www.ebenefits.va.gov

VA Debt Management: 1-800-827-0648

GI Bill® Information

<http://www.gibill.va.gov>

SCO Training Resources

<http://www.gibill.va.gov/school-certifying-officials/sco-training-resources/handbook.html>

http://www.benefits.va.gov/gibill/school_resources.asp

Maryland Higher Education Commission (MHEC)

State Approving Agency for Veterans Educational Benefits

http://mhec.maryland.gov/institutions_training/Pages/acadaff/veteransbenefits/index.aspx

Hours of Operation: Monday through Friday 8:30 am to 4:30 pm FOR

GENERAL INQUIRIES:

VAEDUCATIONBENEFITS.MHEC@MARYLAND.GOV MHEC Switchboard

Operator: Phone 410-767-3301 or 800-974-0203 Fax 410-332-0270

Selica Cherry-Alexander	DVA-Baltimore Education Liaison Representative	410-230-4545	selica.cherry-alexander2@va.gov
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THANK YOU!!



**QUESTIONS &
COMMENTS**