

October 16, 2009

**MEMORANDUM**

**TO:** VA Certifying Officials

**FROM:** Thomas H. Beebe  
Director of Military Programs

**RE:** VA Certification – **REVISED** – 2009 Fall Semester (IT)

One Certification. The current policy of one certification per semester will continue. **If you are not using VA-ONCE, contact the Office of Military Programs immediately.** VA-ONCE can be used for all first, second, and third term certifications. We have processed the requisite M.O.U. for your site and you should have received your account and password information.

**The Post 9/11 GI Bill**

It is extremely difficult to write one VA Certification instruction for all locations about the Post 9/11 GI Bill also known as Chapter 33. The reason being the dollar amounts for tuition and fees and housing allowance vary depending upon the zip code where the student is attending classes. Notice I said **WHERE THE STUDENT IS ATTENDING CLASSES.** This is a bit different than we have dealt with before with previous GI Bill Chapters.

Let me give you an example taken from the table located at:

[http://www.gibill.va.gov/GI\\_Bill\\_Info/CH33/Tuition\\_and\\_fees.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/Tuition_and_fees.htm)

and reachable from the OMP webpage at either the old address: [www.siu.edu/~military](http://www.siu.edu/~military)

or the new address <http://omp.siu.edu>

Once you are at the *OMP web page*, click the link for the *Department of Veterans Affairs*. When the *VA web site* appears, click on *Benefits* in the left hand column. Then click on *Education*. There you will find the link for *“The Post 9/11 GI Bill.”* Clicking on this link will lead you to the information contained in this discussion.

If you are attending classes at Little Rock Air Force Base in Arkansas and decide to use Chapter 33, the maximum amount you will be paid for tuition is \$200.40 per credit hour. This would create a shortfall of \$24.60 per credit hour or \$73.80 per three credit hour course and \$295.20 per semester. This is the money the Chapter 33 student in Arkansas will have to pay out of pocket.

If you are attending classes in Florida at Jacksonville Naval Air Station, the maximum allowable per credit hour is \$295 per credit hour. Since our tuition at Jacksonville is only \$225.00 per credit hour the student would receive the \$225.00 per credit hour, \$675.00 per three credit hour course, and \$2,700.00 per semester.

To determine the BAH for Little Rock and Jacksonville (as well as everywhere else) the OMP web page contains a link to: <http://www.defensetravel.dod.mil/perdiem/bah.html>

The BAH for Little Rock shows \$960.00 per month (E-5 with dependents)  
The BAH for Jacksonville shows \$1,186.00 per month (E-5 with dependents)

They will also receive up to \$41.67 per credit hour (to a maximum of 24 hours) for books and supplies per year.

All of this information assumes three things:

One: They are entitled to 100% of the Chapter 33 benefit;

Two: They are **NOT ON ACTIVE DUTY**; and,

Three: They are attending class full-time.

To be entitled to 100% benefit under Chapter 33 they must have served 36 months on active duty after September 10, 2001. If they served less than 36 months their benefit is reduced. The VA calculates their benefit. All tuition is paid directly to SIUC under Chapter 33. You certify them using VAONCE just like any other VA student.

**If a student is on active duty, they are only entitled to tuition. They do not receive the book allowance nor do they receive the BAH.**

I strongly recommend you frequently check the web site <http://omp.siuc.edu> for further updates as we receive them.

Your Responsibilities under Chapter 33:

Keep VA informed of the enrollment status of veterans and other eligible persons.

Use basic forms to keep VA informed, such as: Enrollment Certification (VAF 22-1999) to report tuition, fees, enrollment dates, term dates, Notice of Change in Student Status (VAF 22-1999B) to report all changes to enrollment information (including those that do not result in a training time change).

**REMEMBER: You must** report all enrollments and changes within 30 days. Enrollments may be reported 60 days prior to the start of the term. Report one term at a time (SIUC Policy).

Monitor student's grades to ensure (s)he is making satisfactory progress; report unsatisfactory progress.

Monitor student's conduct and report when student is suspended or dismissed for unsatisfactory conduct.

Responsibilities for maintaining records of VA students and making the records available for inspection:

- \* Retain file of VA papers submitted & records of academic progress, program pursuit, etc.
- \* Maintain records for at least five years following the student's last date of attendance.
- \* Ensure that records are kept in a safe place and that the privacy of VA students is protected.
- \* Make available all school records to representatives of the SAA and VA.

A school's file for a VA student should contain:

- \* Copies of all VA paperwork.
- \* The school's transcript, grade reports, 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), etc.

Date for Submitting Enrollment Certifications. **For Chapter 30 active duty students and veterans training half time or more, enrollment certifications may be submitted up to 120 days prior to the first class date of the semester.** Since the Fall semester begins August 29, 2009, this means enrollment certifications may be dated and submitted August 29, 2009, or up to 120 days prior to this date. (This change does not apply to active duty students using other Chapters, e.g., Chapter 32/VEAP and Chapters 1606/1607.)

If you are uncertain as to the intention of certain students, you may wish to hold their certifications until after the first weekend of classes before you submit them.

Advance Payment. Chapter 30 active duty students may request advance payment. **Students must be enrolled half time or more to qualify, plus other conditions must be met. If you have a student who is interested in advanced payment, please call me to discuss eligibility requirements and the process which must be followed.** (This change does not apply to active duty students using other Chapters, e.g., Chapter 32/VEAP and Chapters 1606/1607.)

Shortfall created by class schedule overlap. A shortfall is created for active duty students who are enrolled full time, because there are two overlap periods (September 27, 2009 and November 1, 2009) when students are taking two resident training courses and an independent study course. On these days, the prorated semester hour charges

for the three courses exceed the maximum daily entitlement (see Tab B-1, VA Policy and Procedure).

At the present time, for the **Fall Semester 2009** depending on how each VARO calculates entitlement, it appears full-time, Chapter 30 active duty students (12 hours) will have a shortfall/payment of approximately the following:

VA EDUCATIONAL BENEFITS ANTICIPATED SHORTFALL/PAYMENT

(Full-time Chapter 30 Active Duty Students)

**FALL SEMESTER 2009 (IT)**

	<u>\$1111*</u>	<u>\$1368</u>	<u>\$1556</u>
<b>Shortfall</b>	(\$20)	(\$4)	(\$0)
<b>Payment</b>	\$2680\$2696	\$2700	

\*Monthly educational assistance allowance varies under Chapter 30. The most common allowances are \$1111, \$1368, and \$1556 per month; \$1111 for initial obligation of two years, \$1368 for initial obligation of three years or more, \$1556 for active duty students who have converted from the Old GI Bill (Chapter 34) to Chapter 30. Since the VA educational assistance allowance for students using Chapter 30 varies, please contact me if you have questions concerning the anticipated shortfall/payment for students in other situations.

Shortfall/payment created by supplemental enrollment. If a student is taking a course from another school, an additional shortfall may be caused by the supplemental enrollment. A shortfall will occur if the prorated semester hour charge for the supplemental enrollment, and the prorated semester hour charges for the SIUC courses exceed the maximum daily allowance.

Notes Concerning Several Parts of VA Form 22-1999.

Where to send. Chapter 30 enrollment certifications should be sent to the Chapter 30 Processing Center which services your program. Enrollment certifications for other chapters should be sent to your VA Regional Office or to the Chapter 30 Processing Center in accordance with instructions from your VA Regional Office using VA-ONCE.

VA Facility Code. Include your VA facility code on the enrollment certifications.

Block 7A, Credit for Previous Training and Experience. (VA Form 22-1999, June 2004). The SAA requires completion of this item on the enrollment certification. Some things to keep in mind:

Prior Credits Which Count Toward Degree. As the name implies, the credit which goes in Block 7A (VA Form 22-1999, June 2004) is credit which a student earned prior to entering the program he/she is now enrolled in; i.e., the B.S. degree in Industrial Technology. **Do not count any credits earned with SIUC or another school after the student enrolled in the Industrial**

**Technology program unless those credits were earned after enrolling in the SIUC program, but before using VA education benefits.** (For example, Student A had 40 hours prior to enrolling in the SIUC program: 40 hours would go in Block 7A (VA Form 22-1999, June 2004). Student B also had 40 hours prior to enrolling in the SIUC program, but used TA for the first 12 hours after enrolling in the SIUC program [either at a local college for transfer or at SIUC], then switched to using VA benefits: 52 hours would go in Block 7A (VA Form 22-1999, June 2004). For most students, no more than 72 hours should be placed in Block 7A (VA Form 22-1999, June 2004). Please call me if you have questions regarding this matter. This credit is not required by the VA. It is, however, required by your SAA.

**Blocks 8-12.** Blocks 8-12 of enrollment certifications for the **2009 Fall Semester (IT)** for active duty students should be prepared as shown below. The requirement to certify standard class sessions has been eliminated. You must be using the new form with these instructions. **DO NOT USE THESE INSTRUCTIONS WITH ANY FORM DATED PRIOR TO 2004** The beginning date for course 1 and course 4 is the first class date rather than the registration date.

**VA Form 22-1999, dated June 2004**

8. ENROLLMENT EFFECTIVE DATES (Month, Day, Year)		9. CREDIT HOUR COURSES		10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION	12. TRAINING TIME (Graduate or Advanced Professional Programs)
		CREDIT HOURS TAKEN IN RESIDENCE, INDEPENDENT STUDY OR TV	NON-CREDIT REMEDIAL/ DEFICIENCY/ REFRESHER			
A. BEGIN	B. END	A. HOURS	B. HOURS	HOURS	A. TUITION & FEES	
29 Aug 09	27 Sep 09	3			\$675.00	
27 Sep 09	01 Nov 09	3			\$675.00	
01 Nov 09	06 Dec 09	3			\$675.00	
29 Aug 09	06 Dec 09	3			\$675.00	

Chapter 30 Adjudication Officers in VA Regional Processing Centers do not always recognize that the weekend (resident training) classes are taught in the accelerated format. As a result, they have failed to calculate the credit hour equivalent for these courses, and have produced incorrect award letters.

Independent Study Courses. All courses are considered resident training courses except those listed below. These courses are Independent Study courses (by VA definition).

- |        |        |
|--------|--------|
| IT 105 | IT 395 |
| IT 240 | IT 440 |
| IT 270 | IT 445 |
| IT 305 | IT 485 |

IT 341      IT 492  
IT 386

If you use VA Form 22-1999 dated June 2004, the credit hours for the Independent Study course(s) are listed in block 9.A.

Questions. If you have questions, please let me know.

THB:dfp

c: Dr. Roger Chang