

VA



U.S. Department
of Veterans Affairs

Education Service Office Hours:

Colmery Act Retroactive Recertification, VR&E
e-Authorizations and e-Invoicing, and
SCO Training Requirements

Target Audience: SCOs and SAAs
January 2020



Agenda

- School Resources Page Walkthrough
- Colmery Act Retroactive Recertification
- VR&E e-Authorizations and e-Invoicing
- SCO Training Requirements
- Mentimeter Feedback Survey
- Next Steps and Announcements

School Resources Page Walkthrough



School Resources Page Walkthrough

Home > School administrators

Resources for schools

Resources for schools is a one-stop shop for School Certifying Officials (SCOs) and school administrators assisting students who are using their VA benefits to pursue education and training programs. Find trainings, resources, guides, and information on GI Bill programs to support military-connected students.

On this page

- [Training and guides](#)
- [Upcoming events](#)
- [Policies and procedures](#)
- [Resources to support students](#)

Key resources for SCOs

[SCO Handbook](#) | [VA-ONCE](#) | [VA-ONCE Quick Reference Guide](#) | [WEAMS](#) | [Find your ELR](#)

Latest announcements from VA

No new announcements are available at this time.

[See all announcements...](#)

Training and guides

Use these resources to get training and boost your skills to help support military-connected students.

Required 2019 training for SCOs >

Required if your school has 20 or more GI Bill students



[School Certifying Official \(SCO\) Handbook](#)

Revision 5.6.4, current as of September 27, 2019

Ask questions

[FAQs for the GI Bill](#)

Search the FAQs to find answers to popular questions.

[Submit a question](#)

Ask a question about GI Bill benefits.

Average processing times

First-time applications:
24 days

Supplemental claims:
10 days

Average times for education benefits applications. A supplemental claim is a re-enrollment or request for a change that impacts VA benefits.

See our [FAQs](#) for more information.

Last updated: October 30, 2019.

Download a copy of the SCO Handbook

Ask Questions HERE

Average Processing Times Update

Links to resources e.g. Resources to Support Students

Announcements

Training and Guides



School Resources Page Walkthrough

Training and guides

Use these resources to get training and boost your skills to help support military-connected students.

[Required 2019 training for SCOs >](#)

Required if your school has 20 or more GI Bill students

Essentials for SCOs -

[School Certifying Official Handbook >](#)

[Vocational Rehabilitation and Employment \(VR&E\) SCO Handbook >](#)

[VA-ONCE Quick Reference Guide >](#)

[Find your Education Liaison Representative \(ELR\) >](#)

[Training webinars >](#)

[WEAMS >](#)

[Benefits A to Z >](#)

[Check your status as a covered institution >](#)

Reporting:

- [General school responsibility fact sheet](#)
- [Process for reporting students on academic probation](#)

VA-ONCE information +

Payment and debt +

Essentials for SCOs

Training and guides

Use these resources to get training and boost your skills to help support military-connected students.

[Required 2019 training for SCOs >](#)

Required if your school has 20 or more GI Bill students

Essentials for SCOs +

VA-ONCE information -

Launch VA-ONCE >

Use VA-ONCE to submit VA Forms 22-1999, 22-1999b, 22-6553c and 22-6553d online.

VA-ONCE Quick Reference Guide >

Memorandum of Understanding (MOU) >

To gain access to VA-ONCE, start the MOU online, print it, and gather the appropriate signatures, then mail it to your [ELR](#).

Training on VA-ONCE newest enhancements, version P059 >

User tips for VA-ONCE >

Automation of Post-9/11 GI Bill benefits and VA-ONCE remarks >

Top 10 list of what not to report in VA-ONCE >

Colmery extension campus update webinar slides (July 2019) >

Non-traditional schools:

- [How-to guide for on-the-job training \(OJT\) and apprenticeship schools](#)
- [VA-ONCE how-to guide for flight schools](#)

Extension campus certification scenarios:

- [Certification at a main and extension campus](#)
- [Certification for distance hours at a main campus and in-residence hours at an extension campus](#)
- [Reduction of hours at an extension campus](#)
- [All credit hours dropped at an extension campus](#)
- [Certification at a main and 2 extension campuses with non-standard terms](#)

VA-ONCE demo recordings:

- [Overview of VA-ONCE: Certifying an enrollment at an extension campus](#)
- [Certifying at a main and multiple-extension campus](#)
- [Certifying distance hours and hours at an extension campus](#)
- [Reduction of hours for student taking courses at a main and extension campus](#)

Payment and debt

Training and guides

Use these resources to get training and boost your skills to help support military-connected students.

[Required 2019 training for SCOs >](#)

Required if your school has 20 or more GI Bill students

Essentials for SCOs +

VA-ONCE information +

Payment and debt -

Payment and debt information resources >

Direct deposit information for schools >

School overpayments and using dual certification process to avoid them >

The Treasury Offset Program: How to receive your state and federal funding >

FAQs for VR&E service providers for e-authorization and e-invoicing >

Payment and Debt Information

VA-ONCE Information

VA-ONCE demo recordings:

- [Overview of VA-ONCE: Certifying an enrollment at an extension campus](#)
- [Certifying at a main and multiple-extension campus](#)
- [Certifying distance hours and hours at an extension campus](#)
- [Reduction of hours for student taking courses at a main and extension campus](#)



School Resources Page Walkthrough

Get the latest news from the “Upcoming events” section

Upcoming events

[TACVPO 2020 Conference >](#)
March 16 - 18, 2020 — Omni Corpus Christi Hotel

[Arizona Veteran Program Administrator \(AVPA\) >](#)
April 1 - 3, 2020 — Little America Hotel

[Colorado SCO Training >](#)
May 14 - 15, 2020 — Pikes Peak Community College

[Colorado SCO Training >](#)
June 17 - 18, 2020 — Colorado Mesa University C

[Association of Veterans Education Certifying Officials' \(AVECO\) >](#)
July 13 - 16, 2020 — Renaissance Hotel Downtown Cleveland

See full list of [Conferences and events](#) | [Training webinars](#)

Policies and procedures

Learn about policies and procedures that apply to GI Bill legislation and VA educational programs and benefits.

[VA education forms, brochures, and fact sheets >](#)

[GI Bill program approval process](#) +

[GI Bill benefits and programs](#) +



Other resources to support your students

[How to apply for education benefits](#)

[Scholarships and financial aid](#)

[Adult College Completion Toolkit](#)

[Employment assistance](#)

[CareerScope aptitude assessment](#)

[GI Bill Comparison Tool](#)

[Colmery Act update sample letters](#)

Policies and Procedures

Links to other Resources for SCOs

Connect with us

[Find your Education Liaison Representative \(ELR\)](#)

Email us

[Email VBA Support Team](#)

Get updates

[Veteran Benefits email or text updates](#)

Call us

[VA Education Call Center: 888-442-4551](#)

[Outside the U.S.: +1-918-781-5678](#)

[Call MyVA311 for help: 844-698-2311](#)

If you have hearing loss, call TTY: 711.

Contact Information

Colmery Act Retroactive Recertification



Quick Reminders



Continue to **submit new extension campuses** to your **SAA** for approval



Continue to **certify students** to the **physical location** that they are **attending** classes



Ensure you have **tracked** all students that attended an **extension campus** between **08/01/18** and **12/01/19**



Communicating MHA Rate Changes to Students

VA has developed a series of tools and resources to explain to students why their rate has changed:



[GI Bill Comparison Tool](#)

Tool that enables students to learn about education programs and compare benefits by school



[Forever GI Bill: Communications Toolkit](#)

Stakeholder messaging developed to explain MHA changes to students



[MHA Rate Change Infographic \(Distributed to students\)](#)

A quick reference guide for students to articulate potential changes they may experience in MHA



[MHA Scenarios Overview Video](#)

Overview of the different MHA rates that a student could fall under, with illustrated examples



[GI Bill Frequently Asked Questions](#)

Responses to common questions from students, school administrators, and state approving agencies



What's Coming Up?

NOW

**GATHER
FEEDBACK**



VA is currently gathering feedback to determine the timeline for the recertification of impacted enrollments and assessing potential waivers.

FEBRUARY – APRIL

**STEADY
COMMUNICATIONS**



VA will host a series of informational webinars and trainings to guide schools on how to complete the Retroactive Recertification process.

VA will also publish supporting job aids, demos, and other tools to support SCOs.

SPRING

**RECERTIFY
ENROLLMENTS**



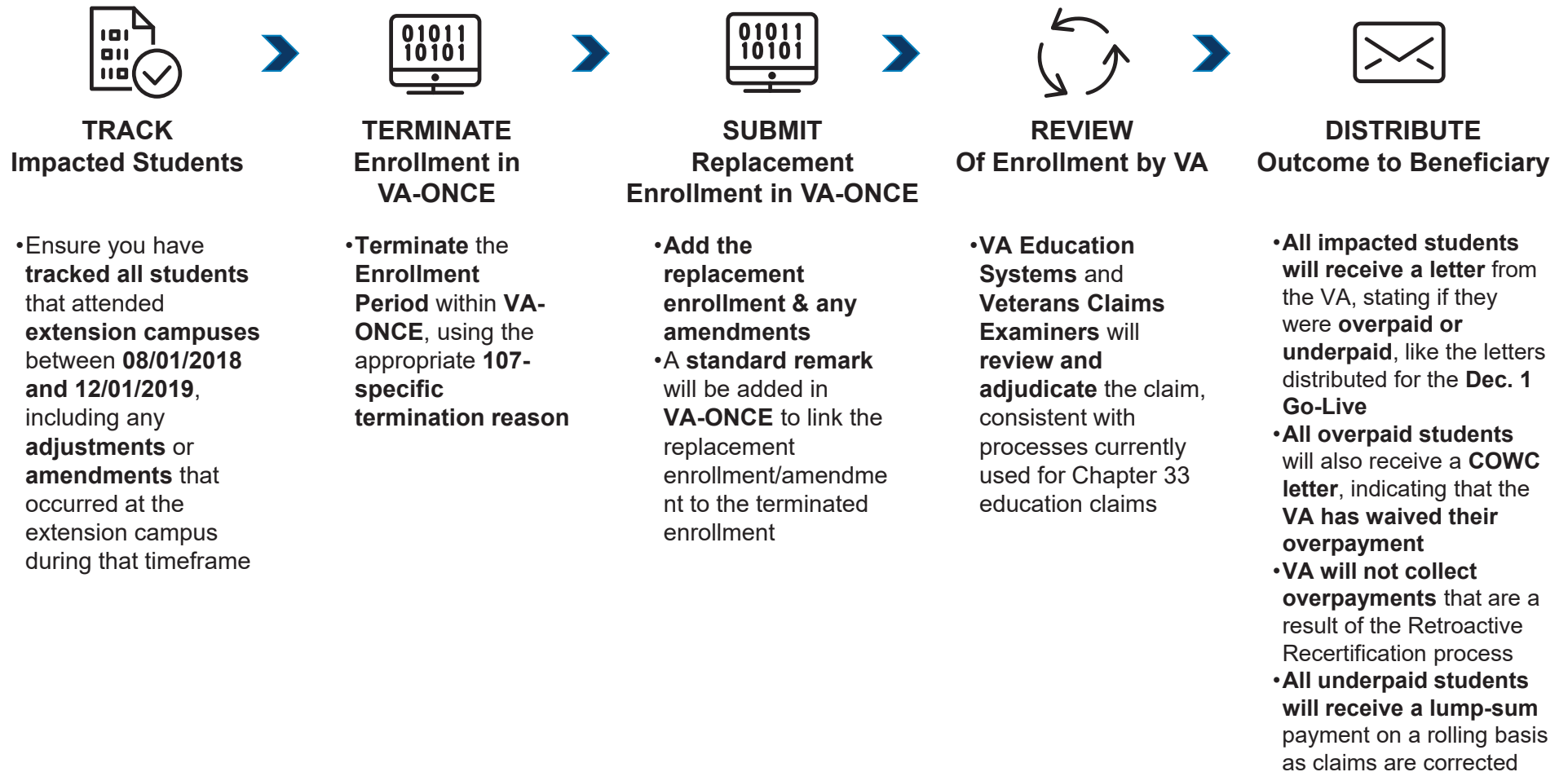
VA Education Claims Processing Systems will be updated to accept Retroactive Recertification enrollments.

SCOs will begin to recertify impacted enrollments within VA-ONCE when instructed by VA.



Recertification Process

VA is currently gathering feedback to determine the timeline for the recertification of impacted enrollments and potential waivers. SCOs should recertify by student and not by enrollment.



VR&E e-Authorizations and e-Invoicing



Background: e-Authorizations and e-Invoicing

All authorizations and invoicing have transitioned to an electronic system to ensure standardized processing, accountability, and timely review and payments, as well as to comply with an **OMB mandate** for electronic invoicing.



- **Invoice Payment Processing System (IPPS)**

- VA Case Manager authorizes VR&E services that will automatically generate an email notification to the School Certifying Officials (SCOs)
- VA Case Manager manually inputs the email address of POC
- VA will use the IPPS application to manage, review, and process invoices

- **Tungsten Network**

- School personnel access submitted authorizations electronically through the Tungsten Network
- Bookstores and business offices use the individual authorizations in Tungsten to create and submit invoices



New e-Authorization and e-Invoicing Process



- SCOs will receive an email indicating that they have a new authorization for a VR&E Veteran
- SCOs will log into Tungsten to view and download authorizations by authorization (PO) number
- SCOs will continue to certify enrollments in VA-ONCE
- Schools will invoice VA in Tungsten for goods and services provided
- Each invoice will be for only one student Veteran and must be aligned with an authorization



Implementation and Usage

- Pilot conducted with Strayer University and University of California at San Diego from September 3, 2019 - October 31, 2019
 - 196 Case Managers from 23 Regional Offices
 - 259 e- Authorizations created
- Trained all VR&E field staff at the end of October and began submitting e- Authorizations for terms beginning January 1, 2020 and beyond on November 4, 2019
 - As of January 10, 2020:
 - 2,118 unique service providers are registered in Tungsten
 - 61,108 e-Authorizations created
 - 435 invoices paid for over \$1.7M





Available Resources

- Updated SCO Handbook for VR&E
https://www.benefits.va.gov/GIBILL/docs/job_aids/VRE_SCO_Handbook.pdf
- Tungsten Website for training videos, frequently asked questions, and technical support
<https://www.tungsten-network.com/vre/>
- GovDelivery email and attachments from January 2020



For Questions and Access Issues

- Contact VA's Financial Services Center (FSC) if you have questions/concerns related to accessing your electronic authorizations or creating electronic invoices
 - Email: VAFSCEnterpriseSupport@va.gov
 - Phone Number: 1-866-372-1141

Note - This replaces contacting Tungsten directly
- Contact your local VR&E Case Manager (listed in the authorization email) with specific student related questions/concerns
- Other issues can be sent to us at VREEINVOICE.VBACO@va.gov

SCO Training Requirements



SCO Definitions and Training Requirements

TRAINING REQUIREMENTS FOR SCHOOL CERTIFYING OFFICIALS (SCOs)

Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, authorizes VA to establish training requirements for SCOs at “covered institutions”

A “Covered Educational Institution” refers to an educational institution that enrolled 20 or more individuals using VA educational assistance during a calendar year

TYPE OF SCO	DEFINITION	TRAINING REQUIREMENT
All New SCOs (IHL and NCD Only)	Individuals who begin work as a SCO on or after August 1, 2019	<ul style="list-style-type: none"> 10 online training modules (5 hours of training) Must complete the training prior to being authorized to certify enrollments to VA Upon training completion must submit training certificates with the VA Form 22-8794, to the ELR of jurisdiction
All New SCOs (OJT/Apprenticeship and Vocational Flight Only)	Individuals who begin work as a SCO on or after August 1, 2019	<ul style="list-style-type: none"> 1 virtual training module (approximately 1.5 hours of training) Must complete the training prior to being authorized to certify enrollments to VA Upon training completion must submit training certificates with the VA Form 22-8794, to the ELR of jurisdiction
Existing SCOs (IIHL, NCD, and Vocational Flight) at Covered Institutions	Designated SCOs who began work prior to August 1, 2019	<ul style="list-style-type: none"> 1 year to complete the continuing education training requirement between August 1st and July 31st of each year 5 hours of training (2 online modules specific to facility type and choice of electives presented at school conferences)
Existing SCO (OJT/Apprenticeship Only) at Covered Institutions	Designated SCOs who began work prior to August 1, 2019	<ul style="list-style-type: none"> 1 year to complete the annual training requirement 1.5 hours of training consisting of 1 online training module specific to facility type
Read-only SCO	An individual at an institution with permission to access read-only or inquiry only information	<ul style="list-style-type: none"> no training requirements because they are not approved to submit enrollment information to VA.



Training Requirements for Existing SCOs at IHLs, NDCs & Vocational Flight

SECTION 305 – CORE TRAINING (MANDATORY) Existing SCOs at IHLs, NDCs & Vocational Flight

SCOs are required to take a minimum of two online training modules specific to their facility type to meet their Section 305 annual training requirement. They may choose from the list of electives to complete the 5-hour annual requirement.

Institutions of Higher Learning (IHLs)

Modules	Method	Training Credit Hours
IHL Only	Online	1.5
VA-ONCE for IHLs	Online	2
TOTAL CORE TRAINING CREDIT		3.5

Institutions of Higher Learning (IHLs) with Non-College Degree Programs (NCDs)

Modules	Method	Training Credit Hours
IHL w/NCDs	Online	1.5
VA-ONCE for IHLs	Online	2
TOTAL CORE TRAINING CREDIT		3.5

Institutions of Higher Learning (IHLs) with Flight Programs

Modules	Method	Training Credit Hours
IHLs with Flight	Online	1.5
VA-ONCE for IHLs	Online	2
TOTAL CORE TRAINING CREDIT		3.5

Non-College Degree Programs (NCDs)

Modules	Method	Training Credit Hours
NCD Only	Online	1.5
VA-ONCE for NCDs	Online	1
TOTAL CORE TRAINING CREDIT		2.5

Vocational Flight

Modules	Method	Training Credit Hours
Vocational Flight	Online	1.5
TOTAL CORE TRAINING CREDIT		1.5

SECTION 305 – TRAINING ELECTIVES (MANDATORY) Existing SCOs at IHLs, NDCs & Vocational Flight

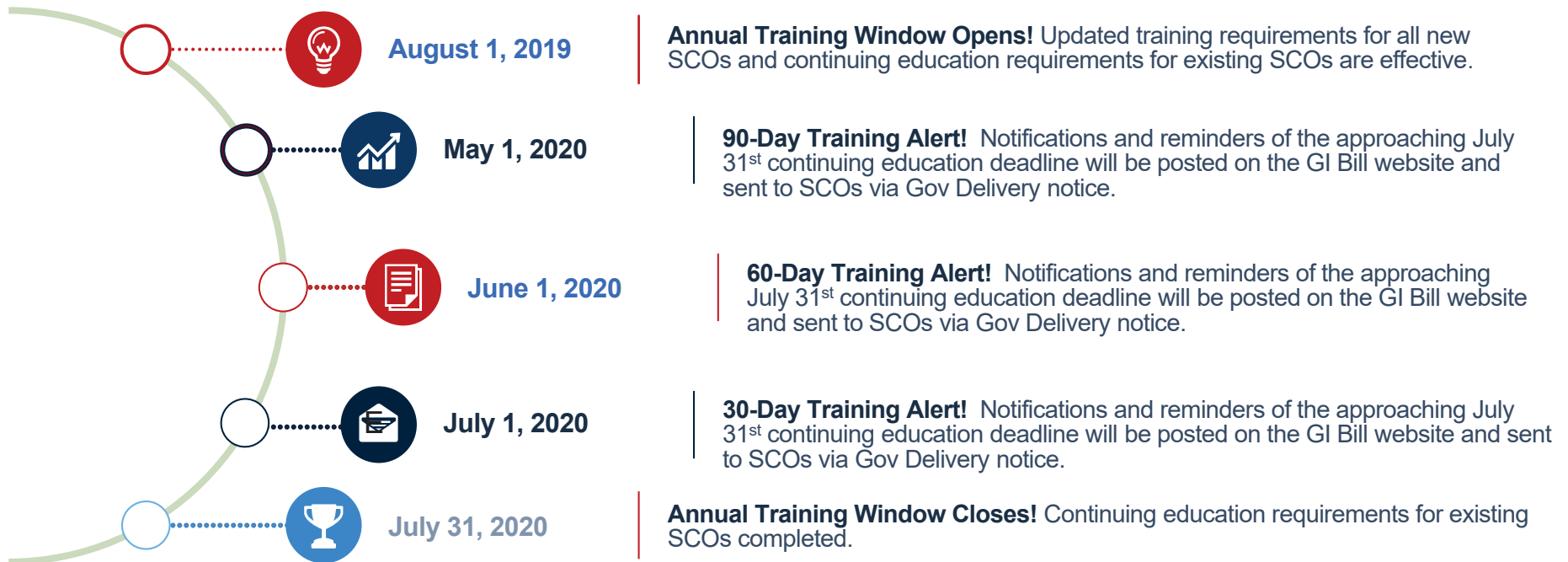
SCOs may select any elective from this list of VA approved modules to complete the 5-hour annual Section 305 training requirement. SCOs are also required to take a minimum of two online training modules specific to their facility type to meet their Section 305 annual training requirement. Instructor-Led modules will be held at National/State Conferences or local VA workshops. Additional online and instructor-led modules will be added throughout the training year.

Module	Method	Training Credit Hours
Compliance Surveys	Online	1
Compliance Surveys	Instructor-Led	1
New School Certifying Official Training	Instructor-Led	2
Advanced School Certifying Official Training	Instructor-Led	2
Flight School Program at IHLs	Instructor-Led	1
Certification Process for Non-College Degree (NCD) Programs	Instructor-Led	1



SCO Definitions and Training Requirements

Here are important training dates for School Certifying Officials (SCOs).



Please remember, if you don't complete your annual training requirements, VA has the authority to remove your access from VA-ONCE and the SAA has the authority to disapprove your school's programs.



SCO Definition and Training Requirements

Q: What is considered approved or qualifying conference training?

A: Approved or qualifying conference training is standardized training content approved by the NTT-C and presented by a VACO employee (CELOs, ELR, ECSS, etc.). If either element is missing from the training session, it cannot be counted toward your annual training requirements.

Q: Is the WAVES, NAVPA, & AVECO or other conference approved training for SCOs?

A: Training credits are not awarded by the conference you attend; they are awarded by the training sessions given at the conferences. Typically, approved training sessions will be identified on the conference agenda. Also, the presenter will inform you where or not the session may be applied toward the annual training requirement.

Q: How will SCOs track their annual training requirement?

A: Coming Soon – SCOs will be able to view the number of training hours complete from their online training profile. When you click on the Welcome tab in the training portal, your training profile will be displayed in the bottom right corner. It will be update to show the number of training hours completed both, online and at conferences. Additionally, you will be able to print your certificate of completion.

Q: Will existing SCOs be required to send anything to their ELR to verify completion of their annual training requirements?

A: No, the online training have a built in tracking system to record your training accomplishment. Soon, we will be able to link conference training to your online profile. However, we strongly recommend keeping a copy of your certification of completion for your records.

Q: Will conference training fulfill the rest of the training requirements once the online training is complete?

A: Yes, if you complete all of the online modules, you will be able to fulfill your annual training requirements by attending qualifying sessions at local or regional conferences.

Q: What is the process to add someone as a new SCO?

A: New SCOs must complete the SCO Online Training for New SCOs prior to being authorized to submit enrollment certifications to VA. Upon completion of the training and post course review, they must print a copy of their certificate of completion and send it to their ELR along with the VA Form 22-8794. Instructions on how to register and the online training can be accessed by clicking the following link:
https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp

Q: For existing SCOs, are we required to take training once a year from the date of our last training?

A: SCOs will be required to take training on an annual basis to remain compliant with this law. The training resets on August 1 of each year. You will have from August 1, through July 31 of the follow year to complete your annual training requirement.



SCO Definitions and Training Requirements

Q: Do webinars count toward annual training requirement?

A: Webinars are not considered as training and cannot be applied toward your annual training requirement. However, the NTT-C is exploring ways to conduct live or online training sessions which can be applied toward the annual training requirements. More details will be provided at a later time

Q: How will SCOs who have not attended a conference fulfill their full 5-hour training requirement?

A: The NTT-C is working on expanding the number of online training modules to ensure SCOs will have enough online content to meet their annual training requirement. Additionally, live or online training sessions may be made available for those who cannot attend conferences. More details will be provided at a later time.

Q: What will SCOs need to do to self-certify their conference attendance?

A: To self-certify conference attendance is a 2 step process. First, SCOs will need to register on the SCO Online training portal and update their profile if needed. Secondly, when attending a qualifying training session, you will need to sign in using the provided Menti code and complete the self-certification form. If the presenter does not have a Menti code, you must use a sign-in sheet to confirm your attendance. The NTT-C will ensure the information is uploaded to your online training profile.

Q: In the future will SCOs be able to self-certify their conference attendance directly on the SCO training portal?

A: Yes, A Conference tab has been added to the SCO training portal. SCOs will use this tab to self-certify their conference attendance. The feature is expected to go live in the near future.

Q: Can SCOs register on the SCO training portal now?

A: Yes, SCOs can register by following the "Online Training" link on the SCO Training page on the GI-Bill website. https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp

Q: Do SCOs have to wait for a conference to take training toward their annual training requirement?

A: No, the mandatory online training is currently available on the SCO Training page and should be taken prior to the July 31st deadline. SCOs can earn between 1.5 – 3.5 hours toward their annual requirement depending on facility type.

Q: How many days do SCOs have left before the 2020 Training window closes?

A: SCOs can check the countdown timer on the SCO training page to see how many days they have left to complete their annual training requirement.



Resources



- **GI Bill Webpage – Colmery Act** - <https://www.benefits.va.gov/GIBILL/forevergibill.asp>
- **School Official’s Handbook** - https://www.benefits.va.gov/GIBILL/docs/job_aids/SCO_Handbook.pdf
- **ELR of jurisdiction** - https://www.benefits.va.gov/GIBILL/resources/education_resources/school_certifying_officials/elr.asp
- **School Certifying Official (SCO) Training 2019** - https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp.

Menti Feedback Survey

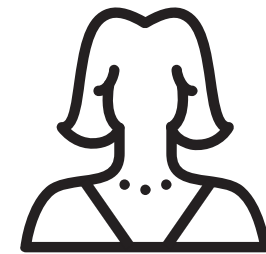
Next Steps and Announcements



Recommended School Certifying Official (SCO) to Student Ratio



200:1



Students

SCO



STEM

- The STEM Designated Degree Program List is updated with designated 2020 CIP codes. Please see link below:

https://benefits.va.gov/gibill/docs/fgib/STEM_Program_List.pdf

Reminder: See STEM eligible students minimum program requirements below:



I am currently enrolled in a STEM degree program

- ✓ You are enrolled in an undergraduate STEM program requiring at least 120 semester (or 180 quarter) credit hours for completion
- ✓ You have completed at least 60 standard or 90 quarter credit hours toward your degree;
- ✓ You have or will exhaust your Post-9/11 GI Bill entitlement within six months based on your current enrollment(s)



I am seeking a teaching certification

- ✓ You have earned a post-secondary degree in a STEM field;
- ✓ You have been accepted or are enrolled in a teaching certification program;
- ✓ You have or will exhaust your Post-9/11 GI Bill entitlement within six months based on your current enrollment(s)

Note: Graduate programs are not currently approved for the STEM Scholarship.



Housing Relief

VA is offering impacted individuals the opportunity to apply for one-time relief to aid in their transition and financial planning to a lower MHA.

VA will pay the difference between the previous MHA payment, and the new MHA payment to individuals verified by VA to have been affected by the change for the first affected term.



- ✓ By submitting the [Housing Relief Request](#) to VA through the Ask a Question portal using this link: <https://gibill.custhelp.va.gov/app/home>



- ✓ The student may call the **Education Call Center at 1-888-442-4551** to have a request submitted on their behalf



- ✓ VA will also accept completed, *Housing Relief Requests*, by mail to the Regional Processing Office of Jurisdiction. To locate the Regional Processing Office of Jurisdiction please use this link: https://www.benefits.va.gov/gibill/regional_processing.asp



Tools for School Administrators

Communication Tools

Our Monthly Housing Allowance (MHA) Communication Toolkit provides pre-drafted language to help you communicate MHA changes with your GI Bill students.



Stay up to date on GI Bill benefits



@GIBillEducation



@VAVetBenefits



forevergibill.vbavaco@VA.gov



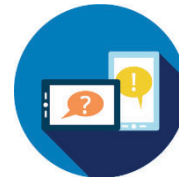
NEW School Resource Page

<https://www.va.gov/school-administrators/>



SCO Training

[resources/school certifying officials/online sco training.asp](https://www.va.gov/resources/school-certifying-officials/online-sco-training.asp)



FAQs

<https://gibill.custhelp.va.gov/app/answers/list/session/L3RpbWUvMTU3MTIxOTM4MS9zaWQvcWxoS0Vzcm8=>



School Certifying Official's Handbook

https://www.benefits.va.gov/GIBill/docs/job_aids/SCO_Handbook.pdf