

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 261

Keyword: All Programs

Subject: U.S. Department of Veterans Affairs Work-Study Program

Date: May 30, 2013

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on the following:

- U.S. Department of Veterans Affairs (VA) Work-Study Program
- Work-Study Worksites in Workforce Solutions Offices
- Work-Study Site Supervisors
- Coordination with the Texas Veterans Commission (TVC)
- VA's Muskogee Regional Office Work-Study Allowance Program Supervisor Handbook (Handbook)

VA Work-Study Program

- Offers a nontaxable allowance to students in return for performing veteran-related activities;
- Serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue and accomplish educational goals;
- Provides work-study students with an hourly wage equal to the federal minimum wage, or the state minimum wage, whichever is greater; and
- Assists students receiving VA education benefits and training at three-quarter time or more with their education costs by having them perform tasks related to providing assistance to veterans.

Additional information on the VA work-study program is available at http://www.gibill.va.gov/resources/education_resources/programs/work_study_program.html.

Work-Study Worksites in Workforce Solutions Offices

For Workforce Solutions Offices to become eligible work-study worksites, the VA requires that Boards complete and submit the "Department of Veterans Affairs Work-Study Worksite Application/Position Description" form contained in the Handbook. VA notifies Boards of approval or denial.

VA work-study students located in Workforce Solutions Offices can provide general assistance to veterans and perform general office duties that directly relate to or impact veterans, as long as the work-study duties ensure the success of veterans achieving educational and career goals.

Work-Study Site Supervisors

VA requires that each work-study worksite have a work-study site supervisor. The Handbook, available on TVC's website at <http://tvc.texas.gov/Additional-Resources.aspx> under "Earn while you learn," provides detailed information on the work-study program and the work-study site supervisor's responsibilities, which include:

- Reading and understanding the Handbook;
- Providing direct supervision to VA work-study students;
- Ensuring work-study students are trained to perform duties as stated in the approved position description;
- Ensuring work-study students do not begin working prior to the assigned start date as shown in the first paragraph of the contract and/or item 4A of the time record, or before the contract is approved by the VA Work-Study Department, whichever is later;
- Maintaining the work-study student's time record;
- Maintaining work-study files for three years following the last date worked;
- Reporting a work-study student's address change to VA immediately; and
- Ensuring the work-study position description is kept current and is renewed each year on the appropriate form.

Coordination with the Texas Veterans Commission

TVC has a long history of working with the VA's Work-Study Program. TVC regional managers are available to assist Boards with:

- establishing a work-study program;
- submitting the VA Work-Study Site Application; and
- recruiting eligible work-study students.

The following is a list of TVC regional managers and their contact information, and the Boards located in each region:

<p><u>TVC Region I</u> Ernest Torres (210) 582-1706 South Texas Region Alamo WDB Cameron WDB Coastal Bend WDB Golden Crescent WDB Lower Rio Grande WDB Middle Rio Grande WDB South Texas WDB</p>	<p><u>TVC Region II</u> Gene Hall (254) 200-2212 Central Texas Region Brazos Valley WDB Capital Area WDB Central Texas WDB Heart of Texas WDB Rural Capital WDB</p>	<p><u>TVC Region III</u> Mark Kerssemakers (214) 290-1040 North Texas Region Greater Dallas WDB East Texas WDB North Central WDB Northeast WDB Tarrant County WDB Texoma WDB</p>
<p><u>TVC Region IV</u> Ray Wilburn (713) 993-2416 Gulf Coast Region Deep East Texas WDB Gulf Coast WDB Southeast Texas WDB</p>	<p><u>TVC Region V</u> Coy Martin (806) 687-5627, ext. 2022 West Texas Region Concho Valley WDB North Texas WDB Panhandle WDB Permian Basin WDB South Plains WDB Upper Rio Grande WDB West Central WDB</p>	

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