Process Name: VA Certification
Date: November 15, 2005
Time: 3:44 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: The Registrar in Alpine and the Director of Admissions and Records at RGC are the VA Certification Officers for SRSU. The veteran makes initial contact with the certification officer. The certification Officer provides any necessary forms (based on their program and eligibility) for the veteran to complete. The veteran may send the completed forms to the Muskogee Regional Office or SRSU will forward them to the Regional Office. A veteran record is then created in the third party Internet access program, VA ONCE. Basic veteran information is entered in SIS for informational/tracking purposes only. The certification officer can run a FOCUS program that produces a list of currently enrolled and/or certified veterans.

When the veteran registers for classes, SRSU issues an enrollment certification using VA ONCE Internet site. Printed copies are maintained in the students VA record for auditor review. Using the list generated from FOCUS, each veterans enrollment status is checked every Monday to determine if any changes have taken place, IF changes have been made that cause an increase/decrease in status, VA is notified using VA ONCE. A printed copy of the notification is placed in the veterans file for auditor review.

If VA approves the certifications submitted the student is paid on a monthly basis. If disapproved, VA issues a letter to the veteran and SRSU, advising us to no longer submit certifications through their system.

RGC must deal with active duty veterans from local Air Force Bases. These students are handled differently through the third party payment process in Finance. Files and copies of various documents are kept for auditor review and data may be entered into SIS for informational/tracking purpose, but no additional use of SIS is utilized.

Electronic Inputs: None

Manual/Paper Inputs: Informational data is entered into SIS. All other data is entered into VA ONCE.

Key Decision Points (list all): Certification Officer must make decision as to proper forms and criteria are used.

Related Policy(s): VA Education Certification Procedures

Interface to Other Systems: VA ONCE, PC spreadsheet.

Web Features: VA ONCE is web based.
Electronic Outputs: FOCUS programs generate check lists.


Customer(s): Veterans, students, VA employees.

Regulatory Items: Federal regulations regarding veteran educational benefits.

Frequency/Volume: Continual review and data submission

Potential Break Points: Specific deadlines for submission of certain types of information, changes, corrections, and terminations.

Automation: VA ONCE automated, other procedures rely on manual operations.

Issues: Individual veterans must be monitored closely. Auditors review records twice a year. Continual fear of making a mistake.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.