**Administrative Error Decision**

RPO: [Buffalo, St Louis, Muskogee]

CSS: xxx-xx-xxxx

Name: John Q Reservist

**ISSUE:**Is the overpayment of VA education benefits due to an administrative error?

**EVIDENCE:** (Use all evidence which made the administrative error decision. All evidence must also be captured into the claimant's TIMS folder)

**DECISION:** Erroneous payment in the amount of $XXX.XX was due to administrative error. (state total dollar amount of overpayment. Amount does not need to be broken down here.) The provisions of (list the admin error reg that applies here) apply.

**REASONS AND BASES:**State the reasons and bases for the decision in clear, simple, easy-to-understand terms. Fully describe the reasoning which led to the decision. Generally, identify and paraphrase pertinent information from the available evidence instead of quoting from it at length. Be sure to include what happened and how the overpayment was created, the period of time the veteran was overpaid, and the amounts that add up to the whole overpayment (i.e. break down the overpayment and specify the amount for tuition & fees, books, housing kicker, etc.).

**The applicable laws in this case follow: (insert admin error reg here based on benefit type along with all other pertinent regs)**

**21.9635 - Discontinuance dates.**

The effective date of a reduction or discontinuance of educational assistance will be as stated in this section. If more than one type of reduction or discontinuance is involved, VA will reduce or discontinue educational assistance using the earliest of the applicable dates.

(r) Administrative or payee error.

(1) When an administrative error or error in judgement by VA, the Department of Defense, or the Department of Homeland Security with respect to the Coast Guard when it is not operating as a service in the Navy, is the sole cause of an erroneous award, the award will be reduced or terminated effective the date of last payment.

**Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concur (Section Chief):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concur (Education Officer):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concur/Approved (Assistant Director):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved (Education Service):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**