

RPO BUFFALO PROCEDURAL ADVISORY (2-16) – Insert Paragraphs for Certificates of Eligibility, Award, Denial and Development Letters

January 29, 2016

References: M22-4, Part IV, Chapter 13, Subchapter 1, 13.01 and 13.02

Background: References direct adjudicators to provide clear and accurate information to clients.

Issue: There are circumstances when it is necessary to give the client more information than automated LTS letters or PCGL letters provide.

Procedures:

Insert the following paragraphs to the referenced documents as applicable. Note the items highlighted require additional input.

VCE or SVCE must capture all PCGL letters and any altered LTS letters to TIMS.

Please be mindful that these are not the only instances where customization of a letter may be required. Other circumstances which require clarification should always be addressed as necessary in our correspondence to the client.

INSERTS FOR ALL BENEFITS:

COE when claimant has indicated OJT or Apprenticeship

Have your training facility submit 1999 and signed training agreement.

Development letters for Air Guard/Reserve service

Members of the Air National Guard/Reserve should submit a Letter of Certification verifying periods of honorable service. To obtain a Letter of Certification, please Log on to vPC-GR Dashboard: <https://arpc.afrc.af.mil/vPC-GR/> or <https://gum-crm.csd.disa.mil/app/login/redirect/home/session/L2NpZC9jTDVYb3N>

COE when expected RAD is within 6mo

When you are officially discharged from service, we must re-determine your eligibility for benefits as a veteran. To do this, we will need verification that you were discharged. When you receive an official DD Form 214 you should send a duplicate of the MEMBER-4 copy of that form (MEMBER-4 is shown in the lower right hand corner of the DD-214) to this office. If we do not receive it and your scheduled discharge date has passed, we may have to delay payment of benefits while we obtain verification from your service department.

COE when expected RAD is past

You have indicated that you may be discharged from your current duty status. We have been unable to verify this information. No payment can be released until your current duty status has been confirmed. Please submit to us a copy of your Member 4 Copy of DD Form 214 for the period beginning (month, date, year) or a statement or orders confirming your active duty status.

COE when foreign school/program is NOT approved

Insert at the beginning of the COE letter, attach a 1995 and cc the Foreign School ELR

Although you're eligible for the Post-9/11 GI Bill, we can't pay you benefits for (Foreign Program) at (Foreign School) (Address). This letter describes your entitlement to benefits in the "Certificate of Eligibility" section. It also gives some additional information about why we can't pay for your current course or training program.

What Is Required For Approval

In order to apply for approval of a program of education, an Official from the school must submit a written request along with the required information listed on VA's website. VA will then evaluate the information and provide the school with a written reply. The required additional information can be found at:

http://www.benefits.va.gov/gibill/foreign_program_approval_information_for_schools.asp

Please note: The law requires that the school offering the program is an institution of higher learning, and the program lead to a standard college degree.

Foreign School Approval Group (22-ESU)
VA Regional Office
130 South Elmwood Avenue Suite 601
Buffalo, NY 14202

For additional information on training at a foreign school or how the school can request approval, visit our website at www.gibill.va.gov.

If you wish to apply for a different school or program, complete the enclosed VA Form 22-1995 and return it to this office.

COE when foreign school/program is approved

insert under the COE section of the letter if using LTS letter

Approved Program

Your intended program of education, as shown below, is approved for **Post-9/11 GI Bill** benefits.

Program of Education:
Name and Address of School

COE when foreign school is listed but program is not

insert at the beginning of the letter & **attach a 1995** to the letter if using LTS letter

Although you indicated in your application for the **Post 9-11 GI Bill (Chapter 33)** that you will be attending **(insert school name)**, you must verify that the specific program you wish to attend is also VA approved. You can submit another VA Form 22-1995 application with the program specified or visit our web-site at www.gibill.va.gov to verify that the program is VA approved.

INSERTS FOR CHAPTER 33:

COE when LRP exclusion applies

Your period of service from **XXXXXXXXXX** through **XXXXXXXXXX** was obligated by your participation in the Loan Repayment Program and as such is not creditable toward your Chapter 33 benefit level.

COE when ROTC exclusion applies

Your period of service from **XXXXXXXXXX** through **XXXXXXXXXX** was obligated by your commission under ROTC 2107(b) and as such is not creditable toward your Chapter 33 benefit level.

COE when Service Academy exclusion applies

Your period of service from **XXXXXXXXXX** through **XXXXXXXXXX** was obligated by your commission upon graduation from a service academy and as such is not creditable toward your Chapter 33 benefit level.

Denial letter when IADT is excluded (no qualifying service)

Information from the Department of Defense shows your entire active duty service for the period **XXXXXXXXXX to XXXXXX** was entry level and skills training. Entry level and skills training must be excluded from qualifying service when you have served less than 30 months on active duty. Because this period of service is excluded, you have insufficient qualifying service. If you have aggregate active duty of 90 days or more, other than IADT,

please let us know and send us a copy of the Member-4 copy of your DD Form 214 and accompanying orders with all amendments.

Although you are not eligible for the Post-9/11 GI Bill, you may be eligible for the Montgomery GI Bill – Selective Reserve Program (Chapter 1606). We are reviewing your case for this benefit and will notify you of the results of our findings under a separate cover letter.

Award letter when Chapter 30 Refund applies

MGIB (CHAPTER 30) REFUND

The Chapter 30 refund is given to those who relinquished the use of Chapter 30 to utilize the Post-9/11 GI Bill. This payment is made because those who contributed did so expecting to use and then exhaust their Chapter 30 benefits. The payment is pro-rated, based on the contribution made into the fund and the amount of entitlement remaining under Chapter 30. The maximum amount payable is \$1,200.00, which would be payable if you did not use Chapter 30 at all. You had XX months and XX days remaining of Chapter 30 and you contributed the full \$1,200.00.

We sent you a payment of **\$XXX.XX** for your Chapter 30 refund.

Ch33 COE when Chapter 31 Status Code is 1 or 2

*Our records show that you **potentially** qualify for VA education payments under the Post-9/11 GI Bill program and the Vocational Rehabilitation and Employment program. You can enroll in only one program at a time. **If you want to continue your Vocational Rehabilitation and Employment program, you should discuss your options for payment of the monthly subsistence allowance with your VR&E case manager.** If you wish to receive benefits under the Post-9/11 GI Bill program, please contact your VR&E case manager to arrange a specific date for stopping your VR&E benefits and coordinating the change to Post-9/11 GI Bill benefits.*

Ch33 COE when Chapter 31 Status Code is 3,4,5,6,or 8

*Our records show that you qualify for VA education payments under the Post-9/11 GI Bill program and the Vocational Rehabilitation and Employment program. You can enroll in only one program at a time. **If you want to continue your Vocational Rehabilitation and Employment program, you should discuss your options for payment of the monthly subsistence allowance with your VR&E case manager.** If you wish to receive benefits under the Post-9/11 GI Bill program, please contact your VR&E case manager to arrange a specific date for stopping your VR&E benefits and coordinating the change to Post-9/11 GI Bill benefits.*

Minor's COE and Award letter when HS Diploma has been issued

PARENT OR GUARDIAN OF XXXXXX XXXXXX

123 Any St

Anytown NY XXXX

Dear Parent or Guardian of XXXXXXXX:

All references to “you” or “your” in this letter refer to the child, XXXXXX XXXXXX.

Minor's COE when HS Diploma has NOT been issued

PARENT OR GUARDIAN OF XXXXXX XXXXXX

123 Any St

Anytown NY XXXX

Dear Parent or Guardian of XXXXXXXX:

All references to “you” or “your” in this letter refer to the child, XXXXXX XXXXXX.

Certificate of Eligibility

This certifies that you are entitled to benefits for an approved program of education or training under the Transfer of Entitlement provision of the Post-9/11 GI Bill. However, you cannot receive Transfer of Entitlement benefit payments for enrollment in an approved program of education until you reach your 18th birthday or have completed the requirements of a secondary school diploma (or equivalent certificate).

What You Should Do

When you turn 18 or complete high school, you should take this letter to your school's Veterans Certifying Official as proof of your eligibility and ask him/her to submit your enrollment certification (VA Form 22-1999) to VA if he/she has not already done so. After your school submits your enrollment certification, your tuition and fees payment will be sent to the school on your behalf. All other payments will be sent directly to you.

MITC Letters

Mitc1: add VA Form 4138 to list of enclosures and attach copy.

Mitc4: add POA when necessary.

Questions:

If you have any questions regarding this Policy Advisory, please direct them to your Coach.

//K. Wagner//

Education Officer
RPO Buffalo NY