

## **Procedural Advisory: Colmery Section 107 Retroactive Enrollment Certifications**

**April 08, 2020**

**What Changed:** As of April 11, 2020, Education Service has updated the Long Term Solution (LTS) with the capability to manage retroactive recertification of extension campus locations, fully completing the implementation of Section 107 of the Harry W. Colmery Veterans Educational Assistance Act of 2017.

**RPO Impact:** While it is estimated the majority of retroactive recertifications will be processed through automation, Veterans Claims Examiners (VCEs) will be required to manually process recertifications which were unable to automate. They must also remediate any existing workarounds that were used for training beginning on or after August 1, 2018, to manually implement certain Colmery sections prior to updated system functionality.

**RPO Benefit:** N/A.

**What RPO Action is Needed:** Schools have been advised to begin submitting recertifications on April 29, 2020. Each RPO will be provided “Section 107 Inbox” reports on a weekly basis after that date. This process will continue to run until the Section 107 Recertification Process is complete on **December 31, 2020**.

Each RPO will determine how to distribute these reports to their staff. VCEs will be required to manually process recertifications which could not automate.

VCEs will: (See **Attachment A** for step-by-step detailed instructions):

- Review claims assigned from the “Section 107 Inbox” reports
- Click the button to generate a Section 107 Work Product (WP)
- Manually delete and replace existing enrollment and amendments
- Review the Work Product Summary and authorize the WP
- Clear a Supplemental end product (EP **355**). (Action to be taken by authorizing VCE)

**NOTE:** Section 107 WPs which cannot be completed must **not** be left in-progress while determining further action required. VCEs must contact their immediate supervisor as soon as possible to ensure these work products are properly deleted, if they are unable to delete.

**Questions:** If you have any additional questions, please direct them to the Procedures Team at [POLPROC.VBACO@va.gov](mailto:POLPROC.VBACO@va.gov).

V/R

Procedures Team  
Education Service

## Attachment A – Section 107 Inbox Report Processing

### Step-by-Step Detailed Instructions

STEP 1. Search for the claimant using the SSN (TIMS) and/or Person Key (LTS).

STEP 2. Click the **new gold button** to “Add WP 107” to advance to the enrollment page.

STEP 3. Locate the recertified enrollment in TIMS.

STEP 4. Open the corresponding Authorized enrollment in LTS.

Write down, snip (Snipping Tool or Snip & Sketch) or open a duplicate page in LTS, to ensure access to the correct effective dates, hours, charges, reasons, and checkboxes are used in the replacement. The replacement enrollment must match the hours and tuition from the original enrollment.

STEP 4a. If amendments and/or enrollments are in the VA-ONCE Inbox, determine applicability to recertification.

If they do not apply to recertification process (before August 1, 2018 or other than a replacement), they must be declined.

If no other recertification actions can be processed, the WP107 must be deleted.

STEP 4b. If there are no terms in the Inbox, select “Delete and Replace” for the relevant enrollment.

A pop-up window appears to confirm deletion. If you are not sure or do not have all your information - Cancel. If you are prepared - proceed.

Note: If a term is deleted in error, the entire WP 107 must be deleted, return to STEP 2.

STEP 5. Enter enrollment information into the screen and click “Save”. To add multiple amendments, click “Save and Add”.

All applicable “Delete and Replace” must be completed in order to advance to the WPS without a mismatch error. Select “Next” when complete.

STEP 6: Once on the WP summary page, you will notice a **new gold “107 Retroactive Work Product” banner** at the top of the WP Summary Page.

***Warning: Do not process any non-107 enrollments, entitlement changes or service updates on this retroactive Colmery WP. Only positive housing payments are sent to BDN.***

Step 7. Authorize the Section 107 WP.

Note: If a Section 107 WP cannot be worked, notify your supervisor. A Section 107 WP should never be left in progress.

STEP 8. The **Payment Instructions** screen will display.

Note: Only positive MHA payments will be sent to BDN. Debts will not be sent to BDN and will be reviewed for waiver.

STEP 9. Letters will appear **after** the Section 107 WP is authorized. Scroll to the bottom of the Work Product Summary page to view PDFs of the letters generated.

STEP 10. Navigate to the WP history page to view the WP, titled Colmery Section 107.

STEP 11. The authorizer should clear a supplemental chapter 33 end product. (EP **355**)

Note: The 'ADD WP 107' button will persist even after completion. If you see "Colmery Section 107" in the description, you do not need to create another WP.