Education Service

Harry W. Colmery Veterans Educational Assistance Act of 2017

Sections 501 and 107 of

Public Law 115-48

Lesson Plan



July 2018

Version 1.0

Lesson Overview

| Topic | Description |
| --- | --- |
| Time Estimate: | 2 hours |
| Purpose of the Lesson: | The purpose of this lesson is to provide guidance to the Regional Processing Offices (RPOs) to ensure proper handling and processing of Chapter 33 requests under Sections 501 and 107 of PL 115-48, the Colmery Act, Forever GI Bill. |
| Prerequisite Training Requirements: | The following prerequisite training is required:  None |
| Target Audience: | Entry-level, intermediate, or journey-level Veterans Claims Examiners (VCE), Education Case Managers (ECM), Education Call Center Technicians (ECCT) and their supervisors. |
| Lesson References: | The following references support the lesson content:   * [PL 115-62 - Harry W Colmery Veterans Educational Assistance Act of 2017](https://www.congress.gov/115/plaws/publ48/PLAW-115publ48.pdf) * [PL 115-62 - Department of Veterans Affairs Expiring Authorities Act of 2017](https://www.congress.gov/115/plaws/publ62/PLAW-115publ62.pdf) * [38 USC 3313 Educational assistance: amount; payment](http://uscode.house.gov/view.xhtml?req=(title:38%20section:3313%20edition:prelim)%20OR%20(granuleid:USC-prelim-title38-section3313)&f=treesort&edition=prelim&num=0&jumpTo=true) * [37 USC 403 Basic allowance for housing](http://uscode.house.gov/view.xhtml?req=(title:37%20section:403%20edition:prelim)%20OR%20(granuleid:USC-prelim-title37-section403)&f=treesort&num=0&edition=prelim) * [System Advisory – WEAMS Annual Monthly Housing Allowance Updated – April 20, 2018](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001048/content/554400000087105/System-Advisory-WEAMS-Annual-Monthly-Housing-Allowance-Updated-April-20-2018?query=WEAMS%20Annual%20Monthly%20Housing%20Allowance%20Updated) |
| Lesson Objectives: | At the end of this lesson, you will be able to:   * + Identify the changes to MHA payment rules under Chapter 33.   + Recall when the new MHA payment rules go into effect and who they affect.   + Recognize the system changes required to support the new MHA payment processing rules. |
| What You Need: | Reserve adequate space equipped to project a PowerPoint presentation. Provide copies of the student guide or PowerPoint slides in advance of the lesson or provide directions on how to print from saved location and how to access the 501/107 Rules Handout with training advertisement, refer to lesson plan and have a subject matter expert (SME) available if primary presenter is not an SME to assist with answering questions. Training should be instructor led with a means to ask questions during the training. It may be delivered virtually however, except for make-up sessions, always to live participants. Individuals that view a recorded live session to make-up the training should be provided a POC who is available for questions while the employee is taking the lesson. |
| Post Training Requirements: | Upon completion of the classroom portion of the lesson, participants are required to complete an online lesson assessment and survey in Talent Management System (TMS).  To demonstrate successful completion of the lesson participants must pass the assessment with a score of at least 80%.  Participants must also complete the online survey to earn credit for completion of the lesson. |

Instructor Notes

The purpose of this lesson is to provide guidance to the RPOs to ensure proper handling and processing of Chapter 33 requests under PL 115-48, Sections 501 and 107 of the Colmery Act, Forever GI Bill.

| PowerPoint Slides | Instructor Activities |
| --- | --- |
|  | **DISPLAY** slide **1**  **INTRODUCE** yourself as the instructor and introduce any fellow instructors.  **INTRODUCE** the lesson. |
|  | **DISPLAY** slide **2**  “Lesson Objectives”  **REVIEW** the lesson objectives and assure trainees they will have opportunities to practice what they learn |
|  | **DISPLAY** slide **3**  **READ** Background |
|  | **DISPLAY** slides **4**  **DISCUSS** (READ) Colmery provision |
|  | **DISPLAY** slide **5**  **DISCUSS** 501 rates and different populations |
|  | **DISPLAY** slide **6**  **DISCUSS** WEAMS now has both a mailing address and a physical address. A limited housing rate table should also be available on the VCE Program View. |
|  | **DISPLAY** slide **7**  **DISCUSS** WEAMS 1998 Report is still the source document used for processing. This also contains the same two addresses as found on the VCE Program View. |
|  | **DISPLAY** slide **8**  **INFORM** WEAMS is the source of record for MHA rates. It has been updated with two tables, VA Rate and DOD Rate to support Section 501.The BAH Search function allows checking rates without having a facility code or school name. NOTE: all zip codes may not be under a facility code. |
|  | **DISPLAY** slide **9**  **REVIEW** Slide, allow for discussion. |
|  | **DISPLAY** slide **10**  **DISCUSS** the timeline and whereSpecial Population falls, making note or rules programmed in the LTS.  **INFORM** we will review these rules later in the training when we go over the handout. |
|  | **DISPLAY** slide **11**  **READ** the Knowledge Check  **HINT** the Lifetime Awards is indicating the student has housing payments before January 1, 2018. |
|  | **DISPLAY** slide **12**  **REVIEW** answer    **DISCUSS** VA Rate population and clarify as needed. |
|  | **DISPLAY** slide **13**  **READ** the Knowledge Check  **HINT** the Lifetime Awards is indicating the student has housing payments first starting after August 1, 2018. |
|  | **DISPLAY** slide **14**    **REVIEW** answer  **DISCUSS** DOD Rate populationand clarify as necessary |
|  | **DISPLAY** slide **15**  **READ** the Knowledge Check  **HINT** the Lifetime Awards is indicating the student has housing payments first beginning after January 1, 2018 and prior to August 1, 2018. |
|  | **DISPLAY** slide **16**  **REVIEW** answer  **DISCUSS** Special Population and clarify as necessary. Mention the example shown is technically not special population because the DOD rate being paid is higher. Special Population is a way to identify those individuals who may continue to be paid the VA Rate for a after August 1, 2018, because they received housing fist after January 1, 2018, but eventually receive the DOD rate for life once DOD Rate is greater, there is a 6 month break or a zip code change.  **ALLOW** for discussion and recap on three groups |
|  | **DISPLAY** slide **17**    **STRESS** MHA will be paid where a majority of training is attended, when there is any residence training. Distance hour rate is paid when there are only distance hours. (no change for distance hour rules)  Training that begins prior to August 1, 2018 will use “old rules” location of the facility and would not extend to any campuses or intern locations from the main campus associated with a facility code**.** |
|  | **DISPLAY** slide **18**  **REVIEW** pre- 8-1-18 processing and contrast with new rules effective 8-1-18.  **INFORM** students that we will cover system changes later in the training. |
|  | **DISPLAY** slide **19**  **REVIEW** the handout, students should each have a copy.  **EMPAHSIZE** number 10 – Users will not have to manage these rules. The LTS will be programmed to properly pay according to these rules. Knowing the rules will help a user explain why a rate is being paid and intuitively expect a result. ***Important for Call Center and Outreach.*** |
|  | **DISPLAY** slide **20**  **TRANSITION** to modifications to systems |
|  | **DISPLAY** slide **21**  **REVIEW** form and note the only significant changes to VA-ONCE are multiple lines associated with a single enrollment period and zip codes.  **ADVISE** zip code **99999** will be used for distance learning and foreign addresses. |
|  | **DISPLAY** slide **22**  **REVIEW** form and note the revised form will enable reporting changes to multiple lines associated with a single enrollment period at different zip codes. All other existing functionality remains unchanged. |
|  | **DISPLAY** slide **23**    **READ** and note that this is current functionality. |
|  | **DISPLAY** slide **24**  **READ** and note that this is current functionality. |
|  | **DISPLAY** slide **25**  **READ** and note that this is current functionality. |
|  | **DISPLAY** slide **26**  **DISCUSS** the example by pointing out the different locations and new parts. Make note this is where we begin to see slight changes to the LTS. |
|  | **DISPLAY** slide **27**  **EXPLAIN** the first step to add an enrollment is unchanged current functionality. |
|  | **DISPLAY** slide **28**  **STATE** completing the pop-up is basically the same except for some of the information has been reorganized and only the ability to add a zip code with residence hours and multiple zip codes for training at different locations has been added. |
|  | **DISPLAY** slide **29**  **STRESS** only distance hours has been entered which does not require entry of a zip code in the example here.  **REMIND** when we reviewed VA-ONCE changes we spoke about zip code **99999** being used for distance learning and foreign addresses. **BUT 99999 is NOT** entered with distance hours. A zip code field is not provided. However, you will notice 99999 displayed once an enrollment is added. |
|  | **DISPLAY** slide **30**  **STRESS** you may only enter credit or clock hours, not both and when entering residence hours (clock or credit) a zip code is also now required as demonstrated in the example here. |
|  | **DISPLAY** slide **31**  **REVIEW** details to an enrollment once added on the Enrollment page or Work Product Summary.  **STRESS** once an enrollment is added, the user must click on the blue down arrow to view more details for the enrollment. This would be how the user would check the zip code associated with the enrollment added, demonstrated in the example here. |
|  | **DISPLAY** slide **32**  **INFORM** the ADD button will create another segment for enrollment periods with multiple zip codes. |
|  | **DISPLAY** slide **33**  **REVIEW** and **DISCUSS** entering multiple zip codes as reported by the SCO. |
|  | **DISPLAY** slide **34**  **ADVISE** the user can add as many segments as are required. Must check the box(es) for the Remove or Clear buttons.  **STRESS** the total hours is displayed to the right and totaled at the bottom. The total field is not labeled. Also totals will update once enrollment periods are added. |
|  | **DISPLAY** slide **35**  **REVIEW** a term with multiple zip codes from the enrollment page or the Work Product Summary |
|  | **DISPLAY** slide **36**  **DISCUSS** a message will appear when you change hour types to prevent an accidental change.  **KNOWN REPORTING ISSUE:** When both clock and credit hours are reported for the same period, the residence hours are dropped from the certification. Review remarks on the enrollment certification and develop with the SCO as necessary anytime information reported appears incomplete.  **NOTE:** When both credit and clock hours are reported together, a VCE must convert one type, combine and enter the total hours as one hour type. |
|  | **DISPLAY** slide **37**  **REMIND** to update the proper hour type, approved hours and fulltime for the program when entering an NCD facility. The LTS defaults are quite often incorrect. In virtually all instances, NDCs not on term basis, should be changed to **clock non-standard**. This will provide the correct amendment pop-up if or when an amendment is needed. The clock non-standard amendment pop-up will be necessary for managing LOAs at NCD schools. |
|  | **DISPLAY** slide **38**  **DISCUSS** when processing amendments, changes to a zip code are not allowed. Corrctions to a zip code must be made on the original enrollment. Amendments have all the current functionality except now multiple there are multiple segments for making hour changes. |
|  | **DISPLAY** slide **39**  **DISCUSS** similar to current pop-up for NCDs. Note: Grayed-out area may not be edited as an amendment. |
|  | **DISPLAY** slide **40**  **DISCUSS** when updating or modifying an enrollment, a zip code will be needed to save the change. The error here is resolved by adding the zip code. For all training beginning prior to August 1, 2018, use the zip code associated with the address of the facility on the bottom of the enrollment certification if not otherwise reported. Develop to the SCO for zip codes for training beginning August 1, 2018, or later when zip codes are not reported on an enrollment certification. Actual “invalid zip codes” require development to an SCO for corrected reporting. |
|  | **DISPLAY** slide **41**  **REVIEW** paragraph added to letters in the LTS. Language will appear on all letters except school letters. |
|  | **DISPLAY** slide **42**  **BEGIN** demo (manage time) |
|  | **DISPLAY** slide **43** |
|  | **DISPLAY** slide **44**  **DISCUSS and RECAP** what was covered in the lesson. |
|  | **DISPLAY slide 45**  **ASK for questions on the topics discussed in this training and entertain responses. (If trainees are reluctant, propose questions yourself to begin the dialog.)**  **CLARIFY responses as needed and paraphrase question clearly for all to hear before providing a “correct” responses.**  **NOTE: Limit questions to scope of topic. Do not guess. Unless information is covered in the training, make note of question and provide a follow-up response to all trainees as soon as possible.** |
|  | **DISPLAY slide 46**  **CONFIRM** that thestudents know how to access the assessment and survey in TMS.  **EXPLAIN** that the assessment is TMS# and will cover what they learned in class today.  **REMIND** them that they must complete both the assessment and the survey to receive credit in TMS for their training.  **TELL** students that the survey provides them an opportunity to improve the training and that their feedback is welcome. |