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| **PART V. Case Management****Section B. Financial Responsibility and Accountability** |
| **CHAPTER 8. AUTHORIZING AND PROCESSING PAYMENTS SUBSISTENCE ALLOWANCE** |
| **Objectives** | After completion of this training, VR&E staff is expected to:• Understand the procedures for authorizing and processing original, amended, and retroactive awards.* Discern when subsistence allowance may not be paid for Chapter 31 program participants.
* Make appropriate decisions in authorizing subsistence allowance.
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| **Contents** | **General Information** **Exceptions in Paying Subsistence Allowance** a. Concurrent Education Benefits b. Active Duty Servicemembers **Authorization** **Procedures** a. Required Documentation b. Rate of Payment 1. Chapter 31 2. Post-9/11 Subsistence Allowance (P911SA) c. Dependent Information d. Withdrawals 1. Mitigating Circumstances 2. Six-Credit Hour Exclusion 3. Reducing or Terminating an Award 4. Informing the Veteran e. Retroactive Induction f. On-the-Job Training (OJT) g. Nonpaid Work Experience (NPWE) h. Leave of Absence **Process Original Award** a. Preprocessing Activities b. Complete the BDN Ready Screen c. Complete the BDN 101 Screen d. Check Dependency Information e. Complete the BDN 435 Screen f. Complete Processing the Original Award g. Complete the CAUT Procedure on the BDN 501 screen **Process Amended Award** a. Amend Rate of Pursuit 1. Complete the BDN Ready Screen 2. Complete the BDN 101 Screen 3. Complete the BDN 435 Screen 4. Complete the CAUT Procedure on the BDN 501 Screen b. Amend Dependent(s) Information 1. Complete the BDN Ready Screen 2. Complete the BDN 101 Screen 3. Complete the BDN 434 Screen to Add Add/Remove Dependent(s)  Information 4. Complete the Change in Dependents 5. Complete the CAUT Procedure on the BDN 501 Screen c. Suspend an Award 1. Complete the BDN Ready Screen 2. Complete the BDN 101 Screen 3. Complete the BDN 435 Screen 4. Complete the CAUT Procedure on the BDN 501 screen d. Resume an Award 1. Complete the BDN Ready Screen 2. Complete the BDN 101 Screen 3. Complete the BDN 435 screen 4. Complete the CAUT Procedure on the BDN 501 Screen e. Stop an Award 1. Complete the BDN READY Screen 2. Complete the BDN 101 Screen 3. Complete the BDN 435 Screen 4. Complete the CAUT Procedure on the BDN 501 Screen **Process Retroactive Award** 1. The Veteran Has Used Chapter 33 Benefits During the Time Frame of Retroactive Induction
2. The Veteran Has Not Used Chapter 33 Benefits During the Time

 Frame of Retroactive Induction **Process P911SA** a. Obtain Information Needed for Award Processing 1. The Veteran Has Not Used Chapter 33 Benefits 2. The Veteran Has Used or is Currently Using Chapter 33 Benefits 3. The Veteran Has Been Paid Regular Chapter 31 Subsistence  Allowance for Part or All of the Enrollment Period in Which  P911SA is Elected b. Procedures for BDN Awards that Exceed the Monthly Rate **Process OJT Award** 1. Complete the following on the BDN 435 screen to start the OJT

Award b. Complete the following on the BDN 436 screen: c. Complete OJT Award **Overpayments** a. Station Debts b. DMC Debts c. Administrative Errors 1. Procedures for Correcting Overpayments of Subsistence  Allowance Caused by Administrative Error 2. Common Administrative Errors **Apportionment** a. Requirements 1. Eligibility 2. Veteran’s Subsistence Allowance Not Apportionable b. Evidence 1. Evidence from the Veteran 2. Evidence from the Dependent 3. Notice of Proposed Adverse Action c. Procedures 1. Determining to Grant or Deny an Apportionment 2. Determining the Amount of an Apportionment 3. Effective Date 4. Notification of Apportionment Claim 5. Documenting the Apportionment Decision 6. Processing the Award 7. Adjusting the Veteran’s Award Due to the Loss of a Dependent(s) 8. Notifying the Veteran/Dependent When Adjusting an Award 9. BDN Screens **Electronic Funds Transfer (EFT)** a. Direct Deposit b. Electronic Transfer Account (ETA) c. Direct Express Card d. Temporary Check |
| **Appendices** | Appendix O. VA Forms Appendix AM. Training Time Equivalency Table- Semester Appendix AN. Training Time Equivalency Table- Quarters Appendix AO. Chapter 31 Subsistence Allowance Rates Appendix AQ. BDN Codes Appendix AW. Calculating Rate of Pay for Post-911 Subsistence  Allowance |
| **Exercises** | 1. What are the requirements and procedures for authorizing subsistence allowance?
2. What are the circumstances in which subsistence allowance may not be authorized?
3. Differentiate the rate of payment between the Chapter 31 and the Post 9/11 subsistence allowance.
4. Discuss the procedures for adjusting subsistence allowance awards when adding or removing dependents and changing the Veteran’s training rate, such as withdrawal and reduction.
5. What are the requirements and procedures for developing evidence for mitigating circumstances?
6. How is the six-credit hour exclusion applied?
7. Discuss the procedures for processing an original award, amended award, P911SA, OJT award, and other award actions such as, suspending, resuming, and stopping an award.
8. What are the steps for correcting administrative errors?
9. Discuss the requirements and the procedures for processing apportionment.
10. What are the methods in which a Veteran may receive payment? Describe each method of payment.
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| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |