



DEPARTMENT OF VETERANS AFFAIRS REGIONAL OFFICE
Veterans Benefit Administration
Education Service Outreach
1240 East Ninth Street
Cleveland Ohio 44199

October 22, 2012

In Reply Refer To: (22/XX)

Dear School Official,

VA sends schools a reporting fee each year to partially reimburse the school for the cost it incurs certifying VA students. A check was recently mailed to your school that pays the 2011 reporting fee.

A list is enclosed that identifies the students for whom a reporting fee is being paid. If more than one list is enclosed, you have more than one facility code. The reporting fee is based on the number of VA students enrolled at your school during calendar year 2011.

How To Read The List

Students are listed by "stub name" (first initial, middle initial, and first 5 letters of the last name). The stub name is followed by the last 4 of the social security number (or VA file number) and by the benefit the student is receiving. Following that is the station that paid the benefits. That will usually be either Muskogee (51), Atlanta (16), or Buffalo (07) but there will be a few that were paid out of other regional offices.

At the end of the list the total number of students is shown. There are two amounts being paid this year. Because of the extra handling necessary for advanced paychecks, either eleven or fifteen dollars is paid for those students who received that type of payment. For each student who received payment without advanced pay, either seven or twelve dollars is paid. Those that received advanced pay have a Y in the AP column.

What You Need to Do

If you are satisfied with the list, no action is necessary. However, there may be students on your list that did not attend your school during 2011 or there may be some who are not listed who did. You may want to verify that the students on the list were enrolled at your school during part or all of the calendar year. If a listed student wasn't enrolled in 2011, draw a line through the student's name. If a student was enrolled in 2011 but isn't listed, add the student's name and their social security number (or VA file number) to the bottom of the list or on a separate sheet of paper. Please note that Chapter 31 (Vocational Rehabilitation) students are also included on the list.

Where To Send The Form

If you make any corrections, annotate, sign, and date the list and return it to:

Department of Veterans Affairs
Attn: Harry Dulick, ELR (22)
1240 East Ninth Street
Cleveland Ohio 44199

Remember, the student must have been enrolled during calendar year 2011.

Return your list within 30 days. When I have all the lists, I'll review each list and notify Muskogee to authorize supplemental reporting fee checks as appropriate.

Purposes

The annual reporting fee is in lieu of any other compensation or reimbursement for reports or certifications that the school is required to submit to VA by law or regulation. The payment is intended to support the work of your institution's office of veteran's affairs and the certifying officials. Public Law 111-377 specifically states that "Any reporting fee paid an educational institution or joint apprenticeship training committee after the date of the enactment of the Post-9/11 Veterans Educational Assistance Improvements Act of 2011 shall be utilized by such institution or committee solely for the making of certifications required under this chapter or chapter 31, 34, or 35 of this title or for otherwise supporting programs for veterans."

Compliance with this new provision of the law will be monitored during routine surveys conducted at your facility and as such it is requested that you be able to individually identify these funds and how they were used.

We hope the money will allow your certifying officials to travel to state, regional, and national conferences and professional meetings. The conferences provide valuable information on VA education programs, recent changes in the law, and pending legislation. In addition, they provide an opportunity for certifying officials to attend VA sponsored training, receive hands-on training on new computer applications, and to network and learn from their peers.

QUESTIONS?

If you have any questions concerning matters discussed in this letter, or anything else, please contact me at (216) 522-3540 or by email at harry.dulick@va.gov

Sincerely,

Harry Dulick
Education Liaison Representative