

## VA LUMP SUM WORK STUDY PARTICIPATION AGREEMENT

**IMPORTANT:** Please read the Instructions for VA Form 22-10270 on pages 4 and 5 before completing the form.

### PART ONE

1. NAME OF EDUCATIONAL AND TRAINING INSTITUTION (ETI)	2. FACILITY CODE
3. MAILING ADDRESS OF EDUCATIONAL AND TRAINING INSTITUTION	4. TYPE OF AGREEMENT  <input type="checkbox"/> NEW AGREEMENT  <input type="checkbox"/> RENEWAL

### PART TWO

The above named Educational & Training Institution (ETI) agrees to participate in the VA Lump Sum Work Study School Program under 38 U.S.C. 3485(a)(4), subject to the terms, conditions, and representations provided in this agreement and applicable Department of Veterans Affairs (VA) policies and procedures. The ETI will be referred to hereafter as a 154 Administering Facility or '154AF'.

An institution with multiple campuses that elects to submit a single Lump Sum Work Study Program agreement covering more than one campus would agree to submit a listing of all campuses covered under this agreement as an addendum to this agreement.

The listing must include the name, address, and facility code of each campus. The 154AF further certifies that all campuses covered under this agreement are subject to the authority of the authorizing official signing the agreement, and each campus has a certifying official or other employee who meets the requirements of Section 21.4266(f)(3)(ii) of Title 38, Code of Federal Regulations, and has access to the terms of this agreement.

Participation must be requested during the annual open season from August 1 - September 30, for the Academic Year beginning the following August 1 to July 31. Please see Page 5 of this form for information about how to submit the completed form. Once VA's Finance Office processes the Lump Sum payment, VA will disburse the payment through the electronic funds transfer (EFT) to the participant's EFT account. This agreement is not subject to the title 5 CFR, Part 1315, Prompt Payment Regulations.

Once this agreement is accepted by VA, it will be effective from August 1st through July 31st .

To participate in the VA Work Study (WS) Lump Sum Payment Program, a participating 154AF must enter into a participation agreement with the Secretary of the VA (SECVA). The agreement provides that, among other things, the institution shall --

- (a) Use the funds it receives solely for the purposes specified in the Work Study contract within the approved dates and hours.
- (b) Administer the Work Study program in accordance with VA policies and procedures. This includes providing routine customer service to your Work Study students and the associated work sites.
- (c) Make employment under the VA Work Study program reasonably available, to the extent of available funds, to all eligible students. This includes students in receipt of Post-9/11 GI Bill (Chapter 33), Montgomery GI Bill-Active Duty (Chapter 30) or Selected Reserve (Chapter 1606), Veterans Educational Assistance Program (Chapter 32), The Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship, National Call to Service, Survivors' and Dependents' Educational Assistance (Chapter 35) and Veteran Readiness and Employment (Chapter 31).
- (d) Validate the work site(s) has been approved (or could become approved) by VA to participate in VA Work Study activities.
- (e) By agreeing to participate in the VA Work Study Lump Sum program, the ETI must pay all VA Work Study students enrolled at the facilities covered by this agreement, even those working off-site at non-ETI locations. For example, this includes your students employed at approved Work Study sites such as a VA hospital or local Congressional Office.
- (f) Pay a student VA Work Study for hours worked, at least bi-weekly or when a student completes 50 hours of service, whichever comes first.

(g) Pay a VA Work Study student advance payments where appropriate. A VA Work Study student with an approved VA Work Study contract may elect to receive an advance payment up to 45 days prior to the start of the term. Students can receive only one advance payment per certified enrollment period (term, quarter, semester or school year). The advance payment will be equal to 50 hours times the applicable minimum wage.

(h) Notify the student of the amount of funds he/she is authorized to earn, and the payment interval as outlined in the approved VA Work Study contract.

(i) Pay a student after the student's last day of attendance for VA Work Study earned while he or she was enrolled at the institution.

(j) Use its VA Work Study Lump Sum allocation only for paying VA Work Study wages

- The VA Work Study funds cannot be merged with amounts available for the general fund of the institution. These funds must be maintained in a separate account.

(k) Carry forward funds.

1. The 154AF participant may carry forward and expend in the next award year up to 25 percent of the sum of its initial and supplemental VA Work Study allocations for the current award year. Otherwise, the participant must return the VA Work Study funds balance back to VA within 60 calendar days following the end of the Academic Year (July 31).
2. Before a 154AF may spend its current year's VA Work Study allocation, it shall spend any funds carried forward from the previous year.

(l) Fiscal procedures.

1. In administering its VA Work Study program, the 154AF shall establish and maintain an internal control system of checks and balances to ensure that no office can both authorize payments and disburse funds to students.
2. If the 154AF employs a fiscal agent, that agent may perform only ministerial acts.
3. The 154AF shall maintain funds received under this agreement in accordance with the requirements in [34 CFR 668.163](#).

(m) Records and reporting.

1. The 154AF must follow the record retention and examination provisions specified in this agreement and also in [34 CFR 668.24](#).
2. VA Time Record for the Work Study Program (VA Form 22-8690) must be completed for each VA Work Study student. The VA Form 22-8690 must be retained as described in this section.
3. The institution must establish and maintain program and fiscal records that --
  - i. Include a certification by the student's supervisor, who is an official of the 154AF or off-campus agency, that each student has worked and earned the amount being paid. The certification must include or be supported by a time record showing the hours each student worked in clock time sequence, or the total hours worked per day;
  - ii. Include a payroll voucher containing sufficient information to support all payroll disbursements;
  - iii. Include details of the student's Education Program, i.e. Chapter 33, Chapter 30, Chapter 1606, Chapter 35, Chapter 31, etc.;
  - iv. Are reconciled at least monthly;
  - v. Account for all VA Work Study funds in accordance with generally accepted accounting principles;
  - vi. Reflect each VA Work Study transaction;
  - vii. Include general ledger accounts and related subsidiary accounts that identify each VA Work Study transaction, which should be maintained separately from all other institutional financial activities;
  - viii. Are maintained in a systematic organized manner;
  - ix. Are readily available for review by the SECVA or the SECVA's authorized representative at a 154AF's location designated by the SECVA or the SECVA's authorized representative.
4. Each month an institution shall submit a Fiscal Operations Report in addition to other information the SECVA requires. The institution shall insure the information reported is accurate and shall submit it at the time specified by the SECVA.

(n) Duties performed by the VA Work Study student must follow the duties as approved by VA for the specific work site. In addition, it is also acceptable for VA Work Study students to be involved in processing VA Work Study time records and payroll, but not to include final authorization of such records.

(o) The 154AF cannot terminate this arrangement prior to the end of the academic year for which it is approved.

(p) The VA may terminate, i.e. withdraw approval of this Participation Agreement, if any of the terms and conditions of this agreement are violated. The participant must return the remaining VA Work Study funds balance back to VA within 60 calendar days following the termination date.

(q) VA continues to be responsible for the approval of student contracts as well as approval of all VA Work Study sites.

(r) ETIs must comply with the requirements of 38 U.S.C. 5301 and chapter 31, part 212, CFR, regarding non-assignability and exempt status of benefits.

(s) ETIs may not use Work Study funds to offset any outstanding charges the student may owe to the school or affiliated organization.

**PART THREE**

5. THE 154F REQUESTS THE FOLLOWING DOLLAR AMOUNT FROM VA TO FUND VA WORK STUDY ACTIVITIES FOR ACADEMIC YEAR

6. THIS FUNDING REQUEST WILL BE USED TO COMPENSATE THE FOLLOWING NUMBER OF VA WORK STUDY STUDENTS

7. ENTER THE TOTAL FUNDING PAID AS VA WORK STUDY COMPENSATION TO ALL STUDENTS COVERED BY THIS AGREEMENT FOR THE ACADEMIC YEAR PRIOR TO THE DATE OF THIS AGREEMENT

8. TOTAL NUMBER OF VA WORK STUDY STUDENTS AT ALL SITES COVERED BY THIS AGREEMENT IN THE ACADEMIC YEAR PRIOR TO THE DATE OF THIS AGREEMENT

**PART FOUR**

9. SCHOOL FINANCIAL REPRESENTATIVE/LUMP SUM WORK STUDY PROGRAM POINT OF CONTACT (POC)

9A. NAME (*First, Middle Initial, Last*)

9B. TELEPHONE NUMBER  
(*Include Area Code*)

9C. E-MAIL

10. SCHOOL CERTIFYING OFFICIAL

10A. NAME (*First, Middle Initial, Last*)

10B. TELEPHONE NUMBER  
(*Include Area Code*)

10C. EMAIL

**AGREED TO:**

11A. SIGNATURE OF AUTHORIZING OFFICIAL

11C. TITLE OF AUTHORIZING OFFICIAL

11D. TELEPHONE NUMBER  
(*Include Area Code*)

11E. DATE SIGNED

11B. PRINT NAME OF AUTHORIZING OFFICIAL

**FOR VA USE ONLY**

**ACCEPTED BY:**

12A. SIGNATURE OF AUTHORIZING OFFICIAL

12B. DATE SIGNED

**INSTRUCTIONS FOR VA FORM 22-10270**  
**VA WORK STUDY SCHOOL PARTICIPATION AGREEMENT - PL 116-154**

Please read through the instructions before completing the VA Work Study School Participation Agreement. If you have any issues completing the form, please send an e-mail to [VAWORKSTUDY.VBAMUS@va.gov](mailto:VAWORKSTUDY.VBAMUS@va.gov) with any inquiries. Items not listed below are considered self-explanatory.

The terms of this agreement will be available for public viewing on VA's GI Bill website at [www.gibill.va.gov](http://www.gibill.va.gov).

**General Eligibility** The institution must be an Institution of Higher Learning (IHL) or Post-Secondary Vocational School (NCD) that offers programs of education approved for VA benefits. Other training institutions with approved On-the-Job or Apprenticeship programs are not eligible to participate in this program.

**Part One:**

**Enter the name, mailing address, facility code, and check the applicable type of agreement sought.**

**Part Two:**

**Items (a) through (q).** By signing and submitting this form to VA, the training institution agrees to adhere to the provisions listed in items a through q.

**Item (b)** All standard VA Work Study policies and procedures apply to the 154AF participant, while acting as an agent of the VA. Official VA Work Study forms must be utilized.

**Item (d)** The ETI must either already have at least one approved VA Work Study site or be approvable for such. Actual VA Work Study site approval is not mandatory, however participating 154AFs must anticipate a minimum number of ten VA Work Study students during the period covered by this agreement.

**Item (e)** The school agrees to provide VA Work Study payments to all participating VA Work Study students enrolled at their school and in receipt of any VA benefits for education and training. This includes students performing VA Work Study duties at approved off-site locations. Examples include an enrolled Nursing student as a VA Work Study at a local VA hospital or a Governmental Studies student serving as a VA Work Study at a local Congressional Office. If your ETI participates in this program, approved off-site locations must also agree to your administration of this program if they hire your students. If they choose to not participate in this 154AF program, they must hire VA Work Study students enrolled at schools that are not participating in the Lump Sum Work Study Program.

**Item (g)** Students who request and receive an advance payment are responsible to work at least the number of hours reflected in the advance payment. The ETI is responsible to monitor the hours worked to ensure the advanced hours are earned prior to the end of the term.

**Part Three:**

**Item 5: Enter the dollar amount requested from VA for your VA Work Study students' salaries for the academic year reflected in Part One of this agreement.**

- If the ETI participated in the VA Work Study program during the academic year beginning August 1, 2019, VA shall determine the annual amount to provide to the ETI as follows:
  - For the academic year beginning August 1, 2021, the amount shall be the total amount, determined in consultation with VA and the ETI, that the SECVA paid under this section for covered VA Work Study activities to individuals enrolled at such educational institution during the academic year beginning August 1, 2019. This includes all VA Work Study students employed by your institution as well as your students who performed VA Work Study duties at approved locations outside your institution.

- For each academic year beginning on or after August 1, 2022, the amount shall be the total amount the educational institution paid under this section for VA Work Study allowance for covered VA Work Study activities to individuals enrolled at such educational institution during the previous academic year in which individuals participated in the VA Work Study program.
- With respect to a participating educational institution that did *not* participate in the VA Work Study program under this section during the academic year beginning August 1, 2019, VA shall determine the annual amount to provide to the educational institution as follows:
  - For the first academic year in which the educational institution participates in the VA Work Study program beginning on or after August 1, 2021, the amount shall be an amount, determined in consultation with the educational institution, that the VA determines appropriate based on amounts provided to similarly circumstanced participating educational institutions.
  - For each subsequent academic year occurring after the academic year following participation in this agreement or participation in the standard VA Work Study program, the amount shall be the total amount the educational institution paid under this section for VA Work Study allowance for covered VA Work Study activities to individuals enrolled at such educational institution during the previous academic year in which individuals enrolled at such educational institution participated in the VA Work Study program.

**Item 6: Enter the number of your enrolled students expected to participate in the VA Work Study program for the academic year reflected in Part One of this agreement.**

An expected minimum of ten students enrolled at your institution with active VA Work Study contracts is necessary to participate in this program.

**Item 7: Enter the dollar amount paid as compensation to your VA Work Study students for the academic year *prior* to the academic year reflected in Part One of this agreement.**

Leave this field blank if your school did not participate in this program prior to the academic year reflected in Part One of this agreement.

**Item 8: Enter the number of your enrolled students with VA Work Study contracts for the academic year *prior* to the academic year reflected in Part One of this agreement.**

Leave this field blank if your school did not participate in this program prior to the academic year reflected in Part One of this agreement.

**Part Four:**

Enter the contact information for the School Financial Representative/Lump Sum Work Study Program Point of Contact (POC) and the School Certifying Official. These contacts may or may not be the same individual. (Please ensure that the information is legible).

**SIGNATURE OF AUTHORIZING OFFICIAL**

The signature must be from an official legally authorized to bind the institution to this agreement with the VA. The title, telephone number, and date must be provided. Agreements will not be processed without a valid signature.

**FORM SUBMISSION**

The preferred method is via email. Confirmation of email constitutes VA's receipt of the agreement and should be maintained for your records. *Only submit one signed agreement.* The institution will receive an approved agreement and accompanying letter or other related communication. Once this agreement is approved, it may be necessary to complete an additional form(s), known as the FMS Vendorization Sheet, if not already on file with VA.

**This form must be submitted in the following manner:**

Via e-mail to [VAWORKSTUDY.VBAMUS@va.gov](mailto:VAWORKSTUDY.VBAMUS@va.gov). When submitting please attach a scanned copy of the signed form, and an addendum of additional covered campuses if applicable. (*VA cannot process applications received without a signature*).

**Please be sure to retain proof of submission of your email.**