

# SCO Responsibilities

The 41st Annual Florida Veteran Affairs/FAVES State Conference  
June 5-8, 2017 St. Pete Beach, Florida

You are here

We are here  
to help you  
find your way



# SCO Responsibilities

## **TOPICS COVERED:**


School Responsibilities

Student Responsibilities

# SCHOOL RESPONSIBILITIES

## VA Form 22-8794

### *Designation of Certifying Official*

 Department of Veterans Affairs	<b>DESIGNATION OF CERTIFYING OFFICIAL(S)</b>
<b>GENERAL INSTRUCTIONS</b>	
<ol style="list-style-type: none"><li>1. This form <b>MUST ONLY</b> be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.</li><li>2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.</li></ol>	
<b>SPECIFIC INSTRUCTIONS</b>	
<ol style="list-style-type: none"><li>1. Item 1: Enter the complete name and address of the school or training establishment.</li><li>2. Item 2: Enter the certifying official's telephone number.</li><li>3. Item 3: Enter the certifying official's fax number.</li><li>4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.</li><li>5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.</li><li>6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.</li><li>7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.</li><li>8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.</li></ol>	
PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.	
1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)	<b>FOR VA USE ONLY</b>

# VA-ONCE



VA-ONCE is available for all schools including IHLs, NCDs, and Flight Schools, as well as Apprenticeship and other On-The-Job training establishments. It is not yet available for correspondence schools.

# SCHOOL RESPONSIBILITIES

## Responsibilities for Reporting

Keep VA informed - use VA-ONCE to report:

- Enrollment Certification (i.e. VA Form 22-1999)
- Notice of Change in Student Status (i.e. VA Form 22-1999b)

## Monitor

- Subjects pursued
- Student's grades

## Report

- Terminations
  - Unsatisfactory progress
  - Unsatisfactory conduct
  - Unsatisfactory attendance

# SCHOOL RESPONSIBILITIES

Submit **initial** enrollment information within **30 days** of the beginning of the term

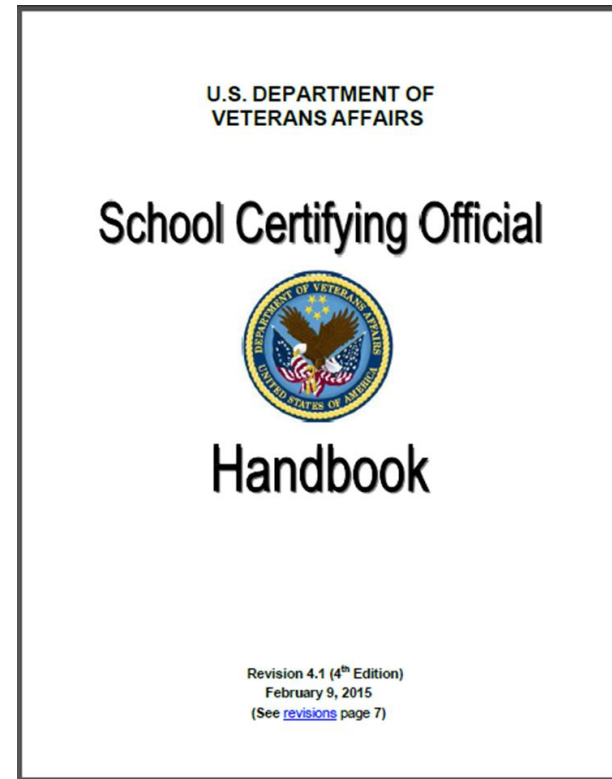
Report **changes** in enrollment within **30 days** of any change

# SCHOOL RESPONSIBILITIES

## Keep up-to-date on current VA rules and benefits



The screenshot shows the U.S. Department of Veterans Affairs website. The header includes the VA logo, the text "U.S. Department of Veterans Affairs", a search bar, and social media icons. A navigation menu lists: Health, Benefits, Burials & Memorials, About VA, Resources, News Room, Locations, and Contact Us. The main content area is titled "Education and Training" and features a "VA GI Bill Comparison Tool" banner with an image of students. A sidebar on the left lists various categories like "Pre-Discharge", "Compensation", and "Education & Training".



# WEAMS REPORT

Page 1 of 3

VA Form 22-1998

Name: KEISER UNIVERSITY-NEW PORT RICHEY  
 Address 1: 6014 US HWY 19 N  
 Address 2: STE 250  
 Address 3:  
 City/State/Zip: NEW PORT RICHEY, FL 34652  
 Country:  
 Foreign Postal Code:  
 State/Province:  
 Country: USA  
 Mil. Post Office:  
 Mil. Address:  
 Phone: Type Number  
 Daytime (727) 847-6855  
 E-Mail: schaudhry@keiseruniversity.edu  
 Facility Code: 31836310  
 Status: Approved on 05/04/2015 Revision Date:  
 App Law: 3 - Approved Branch N 35% Waiver: N  
 For All Location:  
 Advanced N VA Checks To: N IHL Exempt: N  
 Payments:  
 Catalog: Catalog Years  
 VOL 2, NO 4 2014-2015  
 Full Time 12 Full Time Semester Graduate: 3  
 Undergraduate: Modifier:  
 Enrollment Limit: Enrollment Limit Indicator: Course Limit:  
 Independent Y Cooperative: N Practical Y  
 Study/ Distance Training :  
 Learning :  
 Remedial N Accreditation: Y TV: N

<https://webapps.vba.va.gov/weams/displayReport.do>

10/07/2015

Page 2 of 3

Training :  
 Air Agency Title VI: No VA-ONCE: Y  
 Cert. Date: Authority:  
 Reporting Fee Eligible Pay List: N April Active: N  
 Bar:  
 Executive N  
 Order 13607:  
 ELR: First Name Last Name Phone Number  
 LOUIS ALLEVA (202)4611409 ext.  
 DONALD FEAZELL (727)3197648 ext.  
 RONALD SCOGGINS (727)3195969 ext.  
 CHARLES PETERMAN (727)3195972 ext.  
 RICHARD ROBERTSON (727)3195971 ext.  
 JOHN MARTIN (727)3195973 ext.  
 DAVID WILLIAMS (918)7815600 ext.  
 CYNTHIA KUJAWSKI (727)3195951 ext.

Remarks: 2014-2015 GRAD CAT, 04/20/15, VOL 2, #4, - 12/20/2015, 2014-2015 GRAD CAT, 06/12/15, VOL 2, #5 - 12/20/2015, 2014-2015 UNDERGRAD CAT VOL 14, #6, - 12/20/15, 2014-2015 UNDERGRAD CAT, 04/14/15, VOL 14, #7, - 12/20/15, TO TEACH-OUT OR TRANSFER OVER SOUTHEASTERN COLLEGE (SEC) STUDENTS IN THE PROGRAMS (KU) HAS PERMISSION TO DO SO FROM THE COMMISSION FOR INDEPENDENT EDUCATION (CIE), EFFECTIVE 05/04/2015. THE FOLLOWING PROGRAMS ARE TRANSFERRING OVER TO KU: AS, MEDICAL ASSISTING; AS, SURGICAL TECH

Facility Codes

Campus Name Facility Code Main Branch Indicator  
 KEISER UNIVERSITY-NEW PORT RICHEY 31836310 Y

Certifying Officials

Name	Title	Status	Priority
[REDACTED]	CERTIFYING OFFICIAL	APRVD	Primary
[REDACTED]	MILITARY AFFAIRS SPECIALIST	APRVD	Secondary
[REDACTED]	CERTIFYING OFFICIAL	APRVD	Secondary
[REDACTED]	CERTIFYING OFFICIAL	APRVD	Secondary

IHL Programs

<https://webapps.vba.va.gov/weams/displayReport.do>

10/07/2015

Page 3 of 3

Code	Description	Effective Date	Withdrawal
042	ALL DEGREE PROGRAMS ARE DEEMED APPROVED	05/04/2015	
Remarks: ALL DEGREE PROGRAMS NOT UNDER CONTRACT ARE DEEMED APPROVED			
ELR or Designee		Date	

<https://webapps.vba.va.gov/weams/displayReport.do>

10/07/2015



# PUBLIC WEAMS

U.S. Department of Veterans Affairs

Health Benefits Burials & Memorials About VA Resources News Room Locations Contact Us

I AM A...  
Select One

- Pre-Discharge
- Compensation
- Education & Training**
  - Education & Training Home
  - For Students
    - Get Started Home
    - Apply for Benefits
    - CareerScope
    - Payment Rates
    - School Decision Resources
    - School Locator
    - Principles of Excellence

Veterans Benefits Administration > Education and Training > School Locator

## Education and Training

### School Locator

Use VA's WEAMS Institution Search tool to locate the colleges and universities, vocational institutions, flight schools, and other educational facilities with programs that are approved for VA benefits. Enter search terms and then click on the map to generate results by state.

The lists of Yellow Ribbon Program participating institutions for the 2015-16 academic year will be available approximately mid-June. VA's WEAMS Institution Search Tool currently indicates most participant's status as "no" for the 2015-16 academic year and will be updated mid-June.

You can also locate institutions of higher education participating in the Yellow Ribbon Program, which may offer additional education-related costs not covered by VA.

POST 9/11 GI BILL

FAQS

Submit a Question

eBenefits

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

WEAMS INSTITUTION SEARCH

Search All VA Web Pages

Search

Home Veteran Services Business About VA Media Room Locations Contact Us

**Search Filters**

Institution Name:

Program Type: **Institution of Higher Learning** (dropdown menu)

Yellow Ribbon School (Yellow Ribbon is determined thru July 31)

- Institution of Higher Learning
- Non College Degree
- On-the-Job Training/Apprenticeship
- Correspondence
- Flight
- All Types

To Search by Country, click here.

Click on the state initials in the map or the link below the map to view facilities in that state.

AK AL AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VA WA WY WI WY AS FM GU MP PR PW VI

# PUBLIC WEAMS

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages Search Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us

## WEAMS INSTITUTION SEARCH

**Institution Profile** Programs

**Address:**

**Institution Name:** KEISER UNIVERSITY-NEW PORT RICHEY  
**Abbreviated Name:**  
**Street:** 6014 US HWY 19 N  
**City:** NEW PORT RICHEY  
**State:** FL  
**Zip Code:** 34652  
**Country:** USA  
**Phone:** (727)847-6855  
**Web Address:**

**Basic Housing Allowance**

Zip Code	Rate
34652	1798.00

**List of Officials:**

Official Name	Official Title
	Certifying Official for Programs
	Certifying Official for Programs
	Certifying Official for Programs
	Certifying Official for Programs

Search Again by State Search Again by Country

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages Search Open Advanced Search

Home Veteran Services Business About VA Media Room Locations Contact Us

## WEAMS INSTITUTION SEARCH

**Institution Profile** Programs

**Institution Name:** KEISER UNIVERSITY-NEW PORT RICHEY  
**Program Type:** Institution of Higher Learning

**Description**

ALL DEGREE PROGRAMS ARE DEEMED APPROVED

Search Again by State Search Again by Country

# SCHOOL RESPONSIBILITIES

## Responsibilities for Reporting

- Retain applicable paperwork and records
- Maintain records for 3 years
- Protect privacy
- Make all records available for inspection



# SCHOOL RESPONSIBILITIES

**A school's file for a VA student should contain:**



- Copies of all VA paperwork
- School's transcript
- Grade reports
- Drop slips (for those courses dropped during drop/add)
- Registration slips
- Tuition and fee ledgers
- Transcripts from previous schools with evaluations of same
- Student's school application
- Records of disciplinary action
- program outline, curriculum guide, or graduation evaluation form
- Any other pertinent forms

# SCHOOL RESPONSIBILITIES

## Additional responsibilities required of a Yellow Ribbon school:

Certify in accordance with the school's Yellow Ribbon agreement

- Maintain these additional records:

- ✓ Track the number of students enrolled under Yellow Ribbon
- ✓ Track the annual Amount of Tuition and Fees
- ✓ Develop and document a process for the *first come-first serve* enrollment of students into the Yellow Ribbon Program



# ADDITIONAL ACTIVITIES SCHOOLS ARE ENCOURAGED TO CARRY OUT

## Additional/Optional

### **Assist VA students in applying for education benefits**

- Maintain copies
- Help veterans/dependents with applications
- Assist resolve pay problems
- Disseminate VA Information
- Ensure VA students are aware of their responsibilities

### **Keep supervisors informed of any internal problems that may affect service to VA students, such as:**

- Failure of records office to provide pertinent information
- Failure of instructors to provide attendance information (if applicable)
- Failure of other offices to provide program information
- Failure of mail distribution center to forward appropriate mail

# STUDENT RESPONSIBILITIES



A Service of the Department  
of Veterans Affairs and the  
Department of Defense

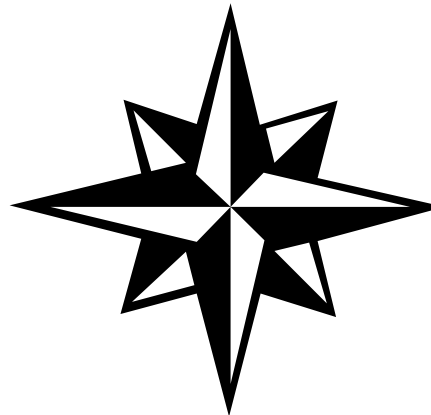
- **Applications**
- **Change of Address and Direct Deposit**
- **Student Verification of Enrollment (Chapter 30, 1606, and 1607)**
- **eBenefits**

[<http://www.ebenefits.va.gov/>]

Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

- Obtaining up to date information on their educational entitlement
- Updating their Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

# QUESTIONS?



*This PowerPoint presentation was created by Cynthia Kujawski, Supervisory ELR, May 2015. Last revised December 2015.*