

Chapter 10
AUTHORIZING AND PROCESSING
EMPLOYMENT ADJUSTMENT ALLOWANCE

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Chapter 10
AUTHORIZING AND PROCESSING
EMPLOYMENT ADJUSTMENT ALLOWANCE

10.01 Introduction

This chapter provides the administrative procedures and guidelines for processing an employment adjustment allowance (EAA) payment for participants of the Department of Veterans Affairs (VA) Vocational Rehabilitation and Employment (VR&E) program.

10.02 References and Resources

Laws:	Public Law 112-154 38 United States (U.S.C.) 3103 38 U.S.C. 3104(a)(5) 38 U.S.C. 3108(a)
Regulations:	38 Code of Federal Regulations (CFR) 21.44 38 CFR 21.268
VA Form (VAF):	VAF 22-8945, Education Award Sheet VAF 28-0846, Employment Adjustment Allowance Authorization

10.03 General Information

EAA is paid when a Veteran has achieved rehabilitation to the point of employability and is receiving employment or job ready services. A case manager must make a determination for eligibility prior to authorization of payment.

EAA is generally limited to two payments, except in the event of a natural or other disaster. If a Veteran lives in an area where a natural disaster is declared by the Governor and/or the President of the United States, then he/she may qualify for additional assistance in accordance with Public Law 112-154. The law allows the VR&E program to provide up to two additional months of EAA payments to Veterans who have been displaced by a natural or other disaster. This benefit is applicable to Veterans who have been displaced by a natural or other disaster occurring after August 6, 2013, as long as the Veteran meets the eligibility criteria

10.04 Eligibility

An EAA payment may be authorized only after the case manager makes the determination that the Veteran meets the criteria for EAA payment. It is the responsibility of the case manager to ensure that the guidelines and criteria for the determination outlined on Section A, Chapter 3.06 of this part, are properly implemented.

10.05 Procedures

a. Required Documentation

An EAA will not be paid without the authorization from the Veteran's case manager. The case manager must complete VAF 28-0846, Employment Adjustment Allowance Authorization (See Appendix O, VA forms), to provide the required approval. The form must be completed as follows:

- To: Name of the employee processing the EAA and the section
Ex. Ann Example, Finance
- From: Name of the VR&E case manager
- Field 1: Full name of the Veteran
- Field 2: Veteran's complete mailing address
- Field 3: Veteran's C-File Number
- Field 4: Veteran's Eligibility Termination Date. If Veteran has been determined with an SEH, type "indefinite".
- Field 5: Provide the (30-day) period for EAA payment
 - A: Beginning date of the 30-day period
 - B: Day after the end of the 30-day period
 - C: Number of dependents using the Dependency Code
 - D: Current full-time rate of payment as specified by the type of training the Veteran completed
- Field 6: Mark "X" to indicate if first or second EAA payment
- Field 7: Provide comments or additional instructions, if any
- Field 8A: Full name of the case manager authorizing EAA
- Field 8B: Title of the case manager
- Field 8C: Case manager's signature
- Field 9: Date of authorization for EAA

The case manager must provide VAF 28-0846 to the employee responsible for processing payment immediately, or no more than three workdays from the Date Authorized.

The employee responsible for processing the EAA payment must review the required form to ensure that the required information has been provided.

b. EAA Rate of Payment

1. Chapter 31

The employee responsible for processing EAA payments must ensure that the rate of payment is accurate. EAA is paid at the full-time rate of subsistence allowance for the type of training that the Veteran was pursuing such as Institution of Higher Learning (IHL), Farm Cooperative, Apprenticeship, Non-paid Work Experience (NPWE), or for Veterans under special programs such as On-job training (OJT) at no or nominal pay in a Federal agency, training in the Home Program, Independent Instructor Program, Cooperative Program, or Self-employment Program. The rates of payment are found on the Chapter 31 Subsistence Allowance Rates published annually before the start of each fiscal year.

2. Post-911

A Veteran who elects to receive Post-911 subsistence allowance (P911SA) rate of payment, either during Evaluation and Planning or Rehabilitation to the Point of Employability status, will receive the EAA payment at the full-time rate of P911SA for the type of training that the Veteran was pursuing. The PS911SA uses the basic allowance for housing (BAH) rate for the zip code of the facility that is in effect for the current calendar year. See Appendix AA, Rate of Pay for P911SA.

- A Veteran training full-time at a foreign school will receive a payment which is the BAH national average.
- A Veteran training full-time solely in-home or on-line will receive a payment which is 50 percent of the BAH national average.

The responsible employee can determine the appropriate rate by using the BAH Calculator located at the following website: www.defensetravel.dod.mil/site/bahCalc.cfm. Select the appropriate year, enter the zip code of the facility, agency or employer, and select the E-5 pay grade, then hit the Calculate button. The correct rate is listed under E-5 with dependents. If the rate is less than the previous year, determine whether the Veteran qualifies for continued payment at the previous year's rate.

Guidelines for the EAA rate of payment are provided under Section A, Chapter 3.06 of this part.

c. Dependents

The employee responsible for processing EAA payments must ensure that the dependent(s) of the Veteran is/are appropriately added or removed by reviewing the dependency screen in BDN and Corporate WINRS (CWINRS). Guidelines for adding dependents are provided under Section A, Chapter 3.06 of this part.

d. Out-of-System Payment

EAA payment is customarily paid out-of-system except for an authorized one-time retroactive EAA payment for a period of 60 days that is paid through BDN. An out-of-system payment is entered in BDN by Finance only and is not charged against the Veteran's entitlement. This payment must be authorized on VAF 28-0846 and submitted to Finance for appropriate action. See section 10.05.a of this chapter for instructions in completing this form. For further information, the case manager may refer to the Finance manual for processing out-of-system payment.

e. Processing EAA Payment in the Benefits Delivery Network (BDN)

BDN processing is performed only for cases in which retroactive EAA authorization is justified. The CADJ command will be accessed using the 780 series End Products.

The BDN screen below is a ready screen, which requires the following entries.

- | | |
|--------------------|--|
| • Command | Enter CADJ and the User's pass code |
| • Screen Number | Enter 435 |
| • Payee Number | Enter Veteran's claim number |
| • Payee Number | Enter 00 |
| • End Produce Code | Enter 780 |
| • Benefit | Enter ch31 |
| • Stub Name | Enter Veteran's First name initial and first four letters of Veteran's Last Name |

Press ALT/Enter to advance to the next screen.

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Softerm - Modular - VACO
File Edit Options Preferences Help

READY

COMMAND      cadj ~

SCREEN NUMBER 435
FILE NUMBER   ██████████
PAYEE NUMBER  0
END PRODUCT CODE 780
BENEFIT       ch31
STUB NAME     I   hawk
FULL NAME     I
              FIRST
              MIDDLE
              LAST   hawk
              SUFFIX
SOC SEC NUMBER
SERVICE NUMBER      BRANCH      EOD      RAD
DATE OF BIRTH       DATE OF DEATH
REGIONAL OFFICE
INSURANCE NUMBER
REQUESTOR ID       ~

Online  Connect  Full Duplex  Capture Off  lc  NumLock  04/24/2012 4:52PM  Mark On

READY  Replace  Form  Roll  Line: 15 Col: 024

```

The next screen below displays the 101 screen. Make the appropriate entries in the following:

- Power of Attorney Enter code, if any
- Section/Unit Number Enter the User's assigned code
- Date of Claim Enter current date

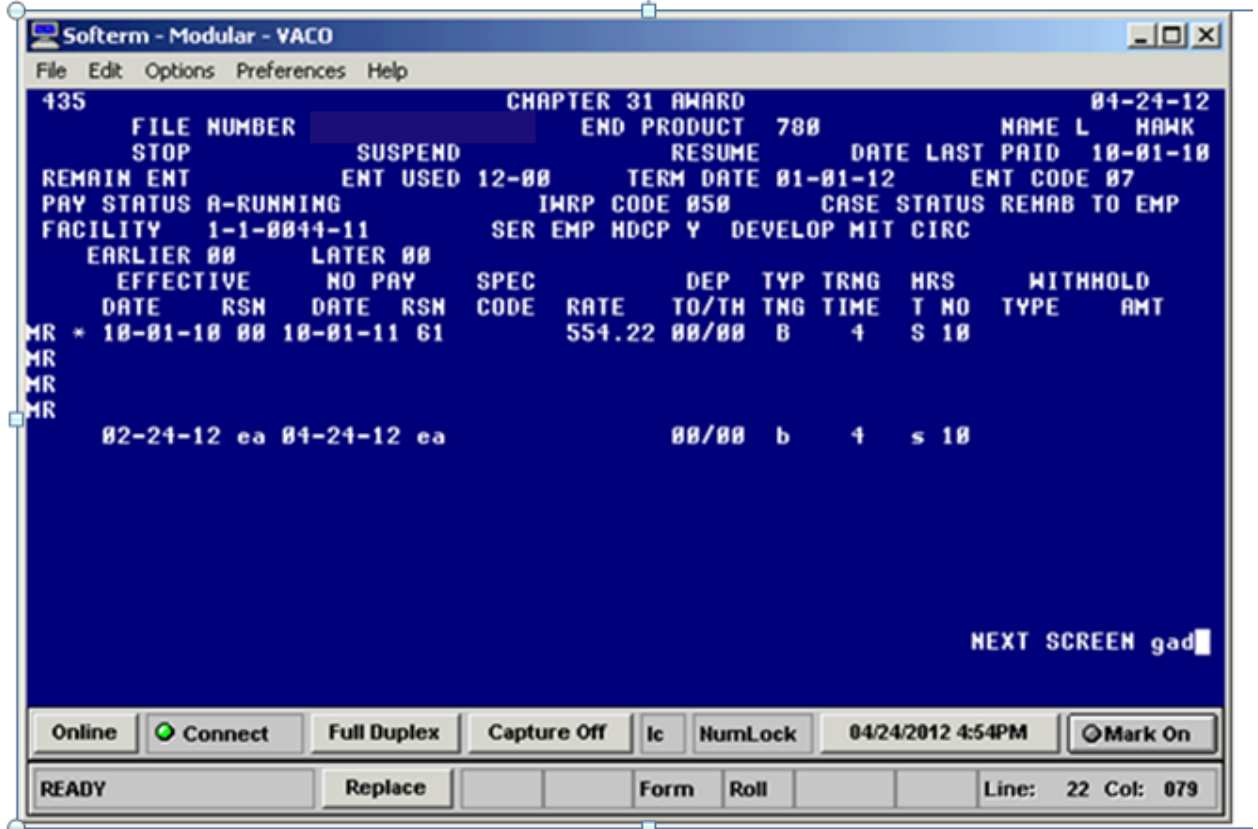
Press ALT/Enter to advance to the next screen.

The responsible employee must review the 434 screen and update dependency information, if necessary, ensure that the facility code for last period of training is consistent with the type/rate of EAA, and complete all necessary fields on the 435 screen:

- Effective Date Enter the appropriate begin date
- Begin Reason Code (RSN) Enter EA
- No Pay Date Enter a no-pay date that is 60 days after begin date
- No Pay Reason Code (RSN) Enter EA
- Dependency Code (DEP) Enter the appropriate number of dependents (e.g., 00/00, 12/12, 81/81)
- Type of Training (TYP TNG) Enter the type of training based on the last running award or last training the Veteran had pursued (e.g. IHL = B, NCD = C, OJT = G, Graduate IHL = A)
- Training Time (TRNG TIME) Enter 4
- Type of Training (T) Enter S for IHL, C for NCD or OJT
- Number of Credits/Hours (HRS) Enter 12 for IHL, 22 for NCD, 40 for OJT

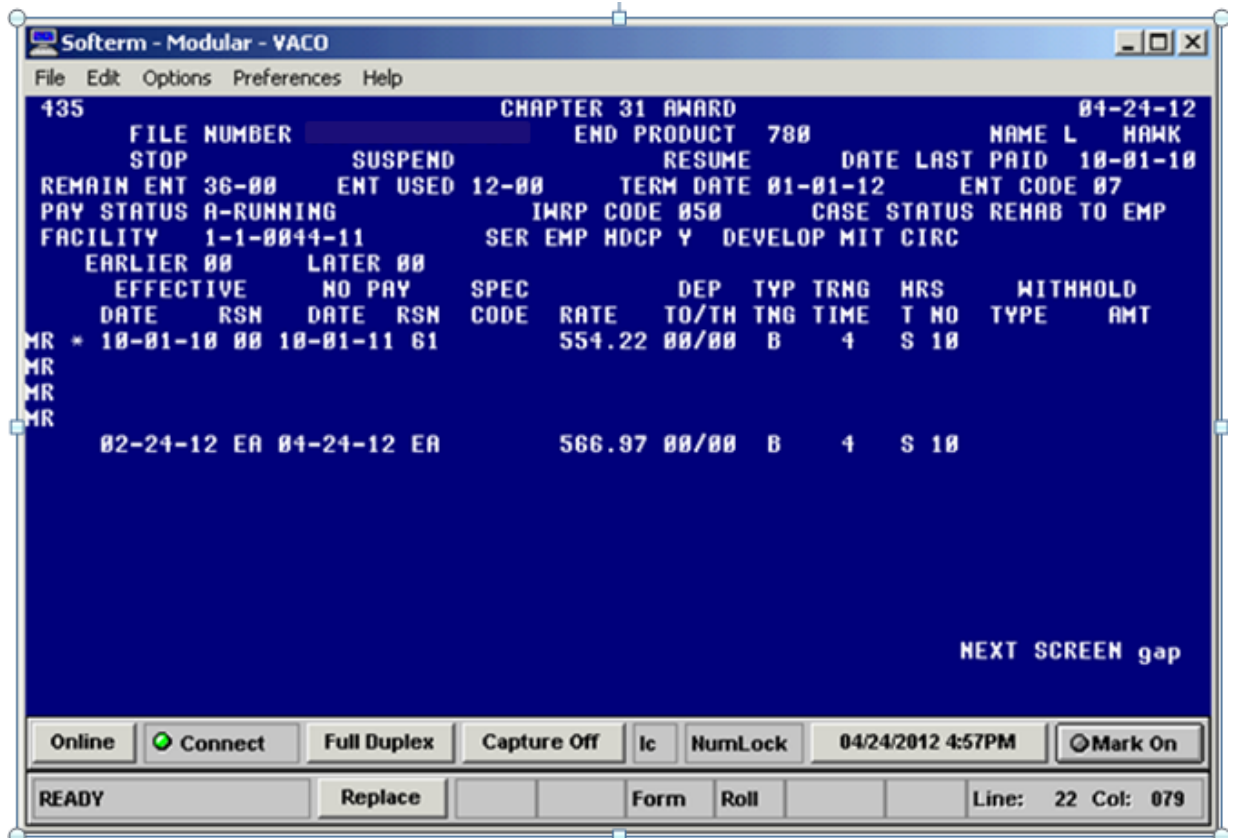
Press F10 to go to the Next Screen field and type GAD (Generate Award

Data) to ensure there are no errors in the data entered.



The next screen displays the Generate and Display review of the entries. Press F10 to go to the Next Screen field and type GAP (Generate and Print). This will automatically generate the Education Award Sheet, VAF 22-8945.

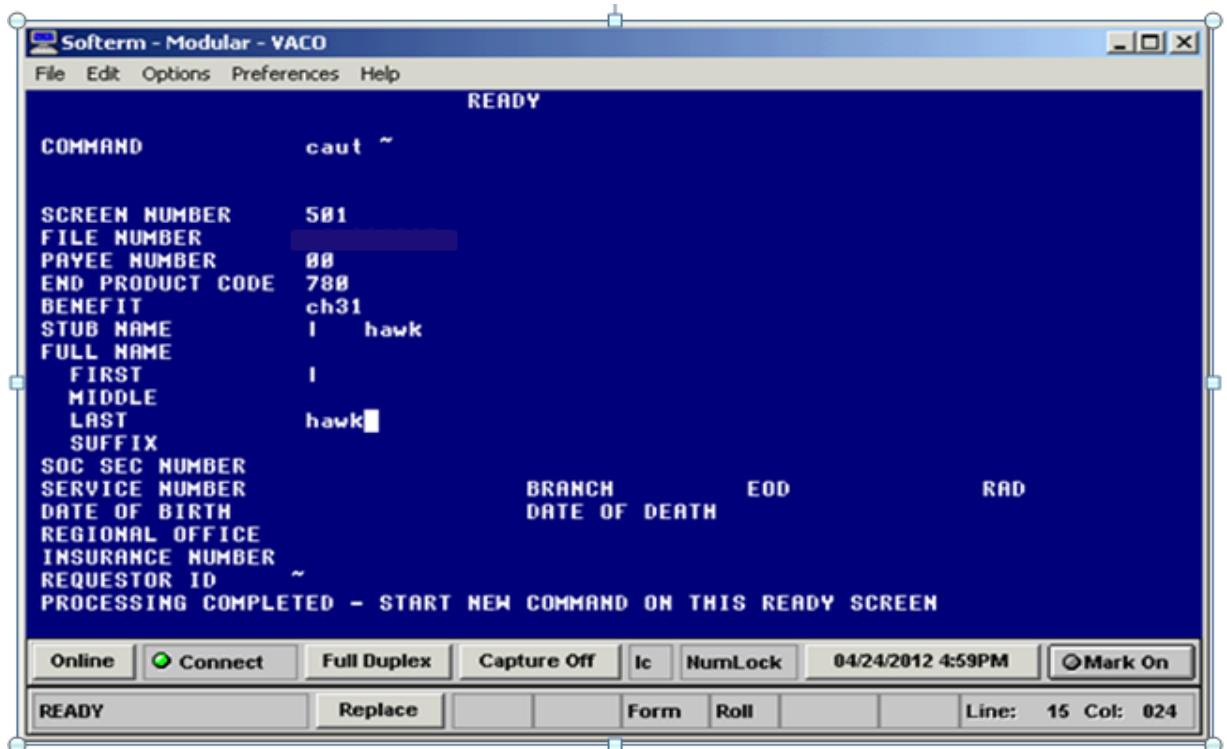
The responsible employee may review the PINQ screen to verify that there is a pending transaction (11R) for payment.



The next screen provides the Ready Screen, which requires the following entries.

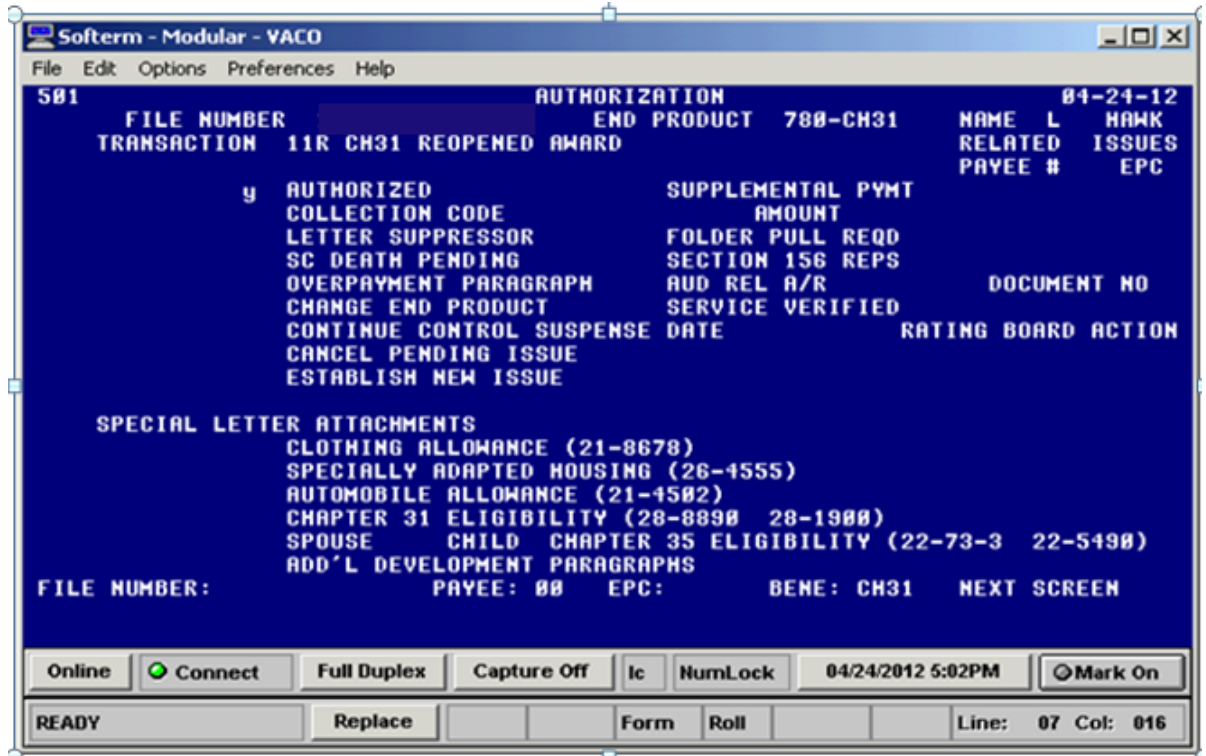
- Command Enter CAUT and the User's pass code
- Screen Number Enter 501
- Payee Number Enter Veteran's claim number
- Payee Number Enter 00
- End Produce Code Enter 780
- Benefit Enter ch31
- Stub Name Enter Veteran's First name initial and first four letters of Veteran's Last Name

Press ALT/Enter to advance to the next screen.



The next screen provides the 501 screen for authorization of the award.

- Type Y in the Authorized field.
- Press Alt/Enter



The employee responsible may verify that the payment has been authorized on the M36 screen. The screen below shows the authorized payment from the example above.



Additionally, the Chapter 31 Transaction/Payment Histories (M38) screen provides the date the transaction is authorized and the amount of payment. See the sample screen below.

DATE	FILE NUMBER	CH31 DATE	CH31 TRANS	NAME L	HAWK	DATE	TRANS	STA NUM	CH31 TRANS
04-24-12	11R	04-24-12	81R			03-05-12	80C	04-24-12	
03-05-12	80C	03-05-12	80C			01-26-12	80C	03-05-12	80C
01-26-12	22	01-26-12	83R			04-18-11	80C	01-26-12	80C
								12-13-10	80C

TOTALS

NEXT SCREEN

Online Connect Full Duplex Capture Off lc NumLock 04/24/2012 5:05PM Mark On

READY Replace Form Roll Line: 22 Col: 076

10.06 Responsibilities and Accountability

a. Primary Responsibility for Processing EAA

1. Finance Section

The Finance section is essentially responsible for processing regular EAA payments as out-of-system in BDN.

2. VR&E Office

The VR&E Office is primarily responsible for processing retroactive EAA payments in BDN.

b. Responsibilities for Ensuring Accuracy and Timeliness

The employee responsible for processing EAA payments must review and take the appropriate actions for the items listed below to ensure accuracy and timeliness of payment:

1. Eligibility Termination Date (ETD)

EAA payment may only be authorized for a Veteran with expired ETD if he/she has been determined to have a Serious Employment Handicap (SEH) and the SEH indicator is updated in CWINRS and BDN. If a Veteran's ETD has expired and a determination for SEH has not been made, the responsible employee must return VAF 28-0846 to the case manager for further actions.

2. Duplication of Payment

Prior to processing an EAA payment, the employee responsible must ensure that EAA has not already been paid to the Veteran by reviewing the Veteran's Chapter 31 Payment History. If EAA has been paid, he/she must return VAF 28-0846 to the case manager for further actions.

3. Veteran's Collection of Indebtedness

If a Veteran's Chapter 31 Payment History reflects that the Veteran has an existing debt, the employee responsible must advise the case manager about the indebtedness. The case manager must inform the Veteran that the EAA payment will be processed; however, he/she will not receive the payment, as it will be applied to his/her present debt. This notification must be documented in CWINRS Notes.

4. Timeliness of Payment

- (a) The VR&E office must submit the EAA Authorization, VAF 28-0846, to the Regional Office (RO) Finance section within five workdays after the case manager has completed it.
- (b) The Veteran's Chapter 31 Payment History in BDN must be monitored regularly to ensure that payment is released to the Veteran in a timely manner. If an EAA payment has not been released after 15 days from the day payment was submitted to Finance for processing, the employee responsible must follow up with Finance to determine the cause of the delay in payment. The employee responsible must document this verification in CWINRS Notes.
- (c) EAA paid after 30 workdays of submission of VAF 28-0846 to Finance is considered unduly delayed if there is no documented reasonable explanation or mitigating circumstances for the delay. The explanation for the delay must be documented in CWINRS Notes and a copy must be filed on the left flap of the Veteran's CER folder.