Department of Veterans Affairs
Work-Study Allowance Program and
Veterans Connect @ the Library

Why VA Work Study?

Benefits to your VRC –

• Adds diversity to your VRC staff as Work Study may likely be a younger veteran
• May attract younger veterans to your VRC and/or library programming for veterans
• Schedule may allow you to expand VRC hours
• NO COST TO LIBRARY!
• Expands your network to other veteran students
• May share new skill sets with your existing volunteer corps – everyone wins!
VA Work Study
Student Eligibility

- Enrolled as ¾ time student or greater at approved institution
- Receiving VA educational benefits or as a Qualified Dependent
- Works 25 hrs/week, up to 1300 hours per year during school term only.
- Work-Study students earn an hourly wage equal to the federal minimum wage, or the state minimum wage, whichever is greater.
- The earnings the student receives under this program are not considered as income and should not be mentioned as such. This is a form of supplement to the VA Education Benefits.

VA Work Study
Position Description

- Staff Veteran Resource Station within the library, welcoming veterans and their families to use the available services.
- Become familiar with & able to explain various veteran materials, handouts and collections.
- Assist in determining individual veteran needs as well as facilitating enrollment in My CalVet.
• Research and identify local events that will have a strong veteran presence or will be directly serving veteran communities

• Coordinate with event staff to set up space for outreach.

• Engage in instruction/guidance of different available benefit sources.

• Increase library connections to and maintain positive relations within veteran communities.

• Work directly with library and volunteer staff to develop and implement veteran-related programming within the library.

• Develop and expand partnerships with community organizations, businesses, and members to enhance the network of veteran resources.

• Participate in ongoing training aimed at developing understanding of distinct veteran populations.

• Vets Connect has a WS Position Description template
Desirable Qualifications

• Familiarity with veteran benefits a plus.
• Comfortable working with groups.
• Comfortable speaking 75% of time.
• Ability to work in potentially sensitive/difficult situations.
• Demonstrated dependability.
• Ability to maintain confidences.

Options for hosting VA WS Students

• Apply and obtain approval as a VA WS site from Department of VA Work Study ("Other Non-VA Facility")

• Work with an APPROVED Work Study facility (i.e. Community College, VA facility, VSO, etc.) to "host" the WS student under the partner’s supervision
Work Site Approval

- **Other Non-VA facilities**: Other non-VA facilities can only use Work-Study students for disseminating information (outreach) on VA benefits and services, and providing assistance to individuals in obtaining these benefits.

- Work-Study students may assist with general office duties that directly relate to or impact veteran students. Such duties should be necessary to ensure the success of veterans achieving educational and career goals.
Work Site Supervisor Responsibilities

- Provide direct supervision to WS student
- Ensure WS student is trained to perform duties as stated
- Maintain WS student’s time record
- Submit WS student’s time records

For more information, contact Jacquie at brinkley@plpinfo.org

Or, contact VA Work-Study Department via Ask a Question on the GI Bill Website, https://gibill.custhelp.va.gov/app/utils/login_form