

## Chapter 31: VA Vocational Readiness and Employment

### How to Use Chapter 31 Benefits at Grand View

The Vocational Readiness and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program.

To use VR&E at Grand View University, you must first meet with a VA VR&E counselor and be approved. You can find additional information here: <http://www.benefits.va.gov/vocrehab/index.asp>

Once approved for an educational program by your VA VR&E counselor and applied/accepted as a GV student, you will:

- Request that a Joint Services Transcript or CCAF Transcript be released to GV Admission to receive credit for military training completed, as appropriate- <https://jst.doded.mil/smart/signIn.do> or <http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/>
- Work with a GV academic advisor to register for classes in your program of study
- Notify the GV School Certifying Official (SCO) for Chapter 31 any time your schedule changes after your initial certification for that term
- Follow any guidance provided by your VR&E counselor
- Pay for any fees not covered by the VA (they may expect you to pay the required meal plan out of your housing allowance, for example).

Your VR&E counselor will provide an authorization to Grand View University on your behalf..

The GV School Certifying Official will:

- Certify your registration to your VR&E counselor
- Notify Student Accounts that Voc Rehab will pay for your tuition

Student Accounts will:

- Set up your GV account to purchase books and supplies at the Grand View University Bookstore.
  - **Funds will be available generally 1 week prior to the start date of your classes.**
  - **Books and supplies need to be purchased by Noon on the first Friday of the term. If needs arise later in the semester, ask your VR&E counselor to notify GV if additional funds are approved.**
- Send a bill to your VR&E counselor

For more information, visit <a href="http://www.benefits.va.gov/gibill/mgib_ad.asp">http://www.benefits.va.gov/gibill/mgib_ad.asp</a> or call VA – 888-442-4551. You can also “Submit a Question” through <a href="http://www.benefits.va.gov/gibill/index.asp">http://www.benefits.va.gov/gibill/index.asp</a>	<b>Megan Mitchell</b> Certifying Official Grand View University 515-263-6178 mmitchell@grandview.edu	<b>Dustin Reis</b> Certifying Official Grand View University 515-263-2819 dreis@grandview.edu
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