

Unless stated otherwise, normal rules as found in the SCO Handbook apply for all VA reporting requirements.

COVID-19: OJT/APP SCO FAQs

Q1) What happens when an OJT or Apprenticeship establishment temporarily ceases trainee program training due to COVID-19 and the facility completely closes all operations?

Answer: When this occurs, the OJT or Apprenticeship should submit actual training hours for March (and February if not already submitted).

- SCO must select “No” in the “Trainee Enrolled in and Pursuing Approved Program for Month Shown.
- SCO must terminate enrollment in VA-ONCE using the Date Terminated data field. If unable to use VA ONCE, SCO must enter the date into block 4 on VA Form 22-6553d-1. The date must be the last day of training completed.
- SCO must select “Other” for reason terminated and enter “FACILITY Temporarily Ceased Ops-COVID” in the Remarks text field in VA ONCE.
- If using the paper form SCO should state in box 7 of the VA Form 22-6553d-1 form using a PDF attachment (VA Form 22-6553d-1 or agency letterhead) through our “Ask A Question” portal; <https://gibill.custhelp.va.gov/> (Note: The VA is only accepting documents via electronic means. Facsimile, mailed documents, will not be accepted for processing at this time.)
- Note: Hours cannot be reported unless they are actual training hours, hours reported must be hours pursued for the approved training plan.

If the OJT or Apprenticeship facility has temporarily ceased all operations due to COVID 19, affected trainee will continue to receive their MHA until the sooner of the end of the program or 4 weeks (28 days) from the date that the facility temporarily ceased operations.

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Q2) What happens when an OJT or Apprenticeship establishment temporarily ceases trainee program (examples: Veteran may still be working but not training: Employer is open, lay-off or furlough of the trainee, etc.) due to COVID-19 but the facility is continuing operations?

Answer: When this occurs, the OJT or Apprenticeship should submit actual training hours for March (and February if not already submitted).

- SCO must select “No” in the “Trainee Enrolled in and Pursuing Approved Program for Month Shown.
- SCO must terminate enrollment in VA-ONCE using the Date Terminated data field. If unable to use VA ONCE, SCO must enter the date into block 4 on VA Form 22-6553d-1. The date must be the last day of training completed.

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- SCO must select “Other” for reason terminated and enter “INDIVIDUAL Temporarily Stopped Training COVID” in box 7 of the 6553d1 form or the Remarks text field in VA-ONCE.
- If using the paper form SCO should state in box 7 of the VA Form 22-6553d-1 form using a PDF attachment (VA Form 22-6553d-1 or agency letterhead) through our “Ask A Question” portal; <https://gibill.custhelp.va.gov/> (Note: The VA is only accepting documents via electronic means. Facsimile, mailed documents, will not be accepted for processing at this time.)
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In these situations, the law does NOT allow VA to continue payments beyond the last day of training attendance.

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Q3) Under the new law, what happens when an OJT or Apprenticeship establishment can convert trainee programs from resident to online modality due to COVID-19?

Answer: The law allows payment for trainees that had a modality converted to online if the facility site can convert from on-site and is able to continue the trainee in their approved training program with hours counted toward journeyman status.

- SCO can provide monthly training hours to the via VA-ONCE or using a PDF attachment (VA Form 22-6553d-1 or agency letterhead) through our “Ask A Question” portal; <https://gibill.custhelp.va.gov/>

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