



CALIFORNIA DEPARTMENT  
OF VETERANS AFFAIRS

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Veterans Services Division  
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## Veterans Services Division BULLETIN

DATE: July 1, 2016

NUMBER: 16-04 TOTAL PAGES: 2

TO: ALL COUNTY VETERANS SERVICE OFFICERS

SUBJECT: SUMMARY OF CHANGES RELATED TO THE COLLEGE TUITION FEE WAIVER PROGRAM FOR VETERANS DEPENDENTS PROCEDURES MANUAL FOR AY2016-17

**NOTE: It is the responsibility of all CVSOs and their authorized staff who approve or deny College Fee Waivers to read and understand the *College Tuition Fee Waiver for Veteran Dependents Procedure Manual* for each academic year.** This bulletin highlights the frequently asked questions and most significant changes since the last academic year and is not inclusive of all changes.

- **Effective July 1, 2016 – All DVS-40 applications and supporting documents must be uploaded to VetPro.**
- **Page 2, Delegation of Authority**  
A delegation of Authority letter must be submitted before any other people are allowed to approve or deny College Tuition Fee Waivers and on an ongoing basis prior to the beginning of each six-month period.
- **Page 3, Academic Year**  
12 CCR Section 440(b): "An 'academic year' shall commence on the first day and terminate on the last day of an entire academic year, as determined by the institutions of higher learning, and shall include all special and summer sessions."
- **Page 4, Approval Period**  
Per 12 CCR Section 440(a): "Grants of College Fee Waiver benefits shall be made on a year-to-year (academic year) basis. Applicants must reapply each year to maintain continuity of benefits." There shall be no partial year grants of benefits. Approvals may be granted only for the current AY, or the immediate upcoming AY. College Fee Waiver application packages (DVS 40 and required documents) received or approvals dated after the last day of the school's academic year are not allowed. NOTE: No approvals under Plan B shall be granted until all required documentation and information is included in the application package (e.g. income document, birth certificate, etc.).
- **Page 5, Dependency Requirements for Adopted Children and Stepchildren**  
Title 38, Code of Federal Regulation, Section 3.57 (a)(1) includes a child legally adopted before the age of 18 years, and a stepchild who acquired that status before the age of 18 years and who is a member of the veteran's household, or was a member of the veteran's household at the time of the veteran's death. Title 38, Code of Federal Regulation, Section 3.57 (a)(2), also includes persons who were adopted by the veteran between the ages of 18-23 years, and a person who became a stepchild of the veteran between the ages of 18-23 years and who is a member of the veteran's household or was a member of the veteran's

household at the time of death. Persons acquiring adopted or stepchild status between the ages of 18-23 must be continuously enrolled in a course of instruction.

For stepchildren and adoptions: (1) if a stepchild, obtain a copy of the marriage license and child's birth certificate, (2) if an adopted child, a copy of the adoption order will suffice, (3) school transcripts to show the child has continuously been in school since the age of 18, (4) if a stepchild, the new Stepchildren Certification Form (included in the manual on page 24). Use these documents to show proof of relationship of the veteran to the student verification of dependency and definition of a child for this program.

- **Page 6, Service-Connected Disability/Death**

A veteran's service-connected disability must be verified via USDVA award notice (not a verbal verification and note or memo from the CVSO) stating service-connected rating percentage for each academic year that a new DVS-40 application is submitted. An exception exists for veterans that have a permanent and totally disabled service-connected rating or who have died.

- **Page 14, Child, For Plan B, Approved Must Verify:**

Income/Non-filing verification letters must be dated after April 15<sup>th</sup>. Form W-2 will not be accepted as proof of AGI, however, when a student is married and a joint tax return was submitted you should use the W-2's to determine individual share of the joint income.

In cases where the DVS 40 reports \$0 AGI and \$0 Value of Support, a certified statement must be completed which states how the student can afford to attend school. Do not accept a Form 1040 or FTB 540 that reports \$0.0 income. This does not substitute for the verification of non-filing; non-filing verifications are required if the student did not file a tax return.

- **Page 16, Procedures for Approval**

If approved, issue CalVet Tuition Fee Waiver approval letter(s) for each AY and schools(s) name for which the CalVet Tuition Fee Waiver is approved. (See sample page XX).

**NOTE: TWO signatures are required for this approval letter specifically: Original signature of CVSO, whether they are accredited or not, and original signature of another CalVet-accredited rep-if there is one at the CVSO.** If the application is denied, then issue a denial letter.

If you have questions, please contact Nancy Noriega (916) 503-8306 or Angela Yamamoto (916) 651-3068.



KEITH BOYLAN  
Deputy Secretary  
Veteran Services Division

cc: Oakland, San Diego, Los Angeles D.O's

This bulletin format will be used by the CalVet Veterans Services Division as a standard way of communicating information to County Veterans Service Officers. The objective is to provide a format that can be easily maintained by the CVSO. The first two digits in number of each Bulletin will show the year of issue, the following number indicates the consecutive number of the issue during the year.