



DEPARTMENT OF VETERANS AFFAIRS  
BUFFALO REGIONAL OFFICE  
P.O. BOX 4616  
BUFFALO, NEW YORK 14240-4616



November 6, 2023

STEVEN HOYT

307/22  
S A HOYT

Dear Mr. Hoyt:

### **Certificate of Eligibility**

This letter certifies that you currently meet the eligibility criteria to participate in an approved program of training under the Department of Veterans Affairs (VA), Veteran Employment Through Technology Education Courses (VET TEC) Pilot Program. (Public Law 115-48, Section 116 (b))

The law allows a Service member to participate in the VET TEC program within 180 days of their Release from Active Duty (RAD). (Public Law 116-315, Section 4302 (1) (b)) According to Department of Defense (DoD) records, you are within 180 days of your RAD.

You must continue to comply with all VET TEC eligibility criteria prior to the start date of your training. This Certificate of Eligibility (COE) does not guarantee funding. Additionally, VET TEC has an annual budget of \$45 million for Fiscal Year 2024. Therefore, VA will reevaluate your eligibility to the VET TEC program and assess available funding when you successfully enroll into an approved program of training. If you receive notice there is no funding available or your eligibility for VET TEC changes, you may always re-apply.

### **VET TEC Eligibility Criteria**

You are approved for VET TEC based on your current eligibility under the Montgomery GI Bill - Active Duty (Chapter 30). Our records indicate you currently have 36 months and 0 days of full-time benefits remaining. You currently have no time limit to use your benefits as you are on active duty. Your months of GI Bill entitlement will not be impacted by your participation in the VET TEC program, but changes to your GI Bill eligibility could potentially impact your eligibility for VET TEC.

## **Training Provider and Program Information**

The Training Provider and program listed on your application is approved for the VET TEC Pilot program. You must contact the Training Provider and successfully enroll as VA cannot guarantee your admittance into this program.

## **What You Must Do**

Take this letter to your Training Provider as proof of your eligibility for the VET TEC Pilot Program. All approved tuition and fee charges will be paid directly to your Training Provider, and any monthly housing stipend will be paid directly to you.

## **Award of Tuition and Fees Payments**

Your Training Provider will receive up to 100% of the approved tuition and fee charges in three installments.

Your Training Provider will receive the first 25% payment for the approved tuition and fees charges after you begin training. After the successful completion of the program, your Training Provider will receive the second 25%. The final 50% payment will be issued to your Training Provider when you secure “meaningful employment.” The VA defines “meaningful employment” as:

- Traditional employment in a career supported by the completed program of study.
- Promotion in your current career if you are currently employed in a career supported by the completed program of study.
- Self-Employment if you own or operate a business and are utilizing the skills obtained through the completion of the program of study.

Employment must be secured in the field in which you were trained within 180 days from the successful completion date of the program. It is the responsibility of both you and your Training Provider to confirm your employment status to the VA before the final payment can be issued. VA may request additional supporting evidence to substantiate employment including an offer letter, pay stub, promotion offer, note from manager, or marketing material showing expansion in scope or level of services for veteran owned businesses. Paid internships, paid apprenticeships, and contract employment are included as meaningful employment.

## **Award of Monthly Housing Stipend**

You will receive a Monthly Housing Stipend. If you are attending in-residence training, this amount is equal the military Basic Allowance for Housing (BAH) for an E-5 with dependents, based on the zip code of where you are physically attending training. If you are pursuing training through distance

or online learning only, the Monthly Housing Stipend will be paid at the rate of one-half of the national average of the military Basic Allowance for Housing (BAH) for an E-5 with dependents.

Active Duty Service members or individuals called to Active Duty are not eligible for a monthly housing stipend. (Public Law 116-315, section 4302 and Public Law 115-48, section 116)

In addition, the monthly housing stipend will be prorated for any break in training that is greater than 7 days.

## **How to Verify Your Monthly Housing Stipend Once Enrolled**

In order to receive your monthly housing stipend, you must verify your attendance each month. Verifying your attendance is quick and easy. Following each month of training, please email the Buffalo VET TEC processing team at [VETTEC.VBABUF@va.gov](mailto:VETTEC.VBABUF@va.gov) to confirm your attendance for the previous month.

In your email please include the following:

- First, Middle Initial and Last Name
- The month(s) you are verifying attendance
- DO NOT include your social security number (SSN) or other sensitive personal information, such as orders, direct deposit information or address changes.

It is your responsibility to submit a monthly verification of attendance at the beginning of each month following the month in which you attended training. VA will only issue a monthly housing payment after you verify your attendance to VA. Please note, you may be responsible for any housing debts resulting from a reduction, withdrawal or termination of your program or changes to your eligibility.

## **Debt Information**

You must promptly notify your training provider's certifying official and the VA if there is any change in your enrollment. Note that it may create a debt due to overpayment. Generally, VA cannot pay if:

- You did not attend; or
- You withdrew or terminated the training; or
- You were terminated by the training provider; or
- There are changes to your currently approved enrollment
- There was a change in your Active Duty status; or
- Your Character of Discharge was not Honorable

Please note: If you graduated or are terminated/withdrew from your VET TEC training, you must wait 18 months before you are eligible for VET TEC again VA may grant a waiver to this policy if you are called to active duty during your training.

**You are responsible for repaying any housing stipend after the date of your termination or reduction. These debts are prorated based on the last day of full-time attendance, and only apply if you were paid a housing stipend for any period you did not attend.**

**For additional information regarding debts, please visit**  
[http://www.benefits.va.gov/gibill/resources/education\\_resources/debt\\_info.asp](http://www.benefits.va.gov/gibill/resources/education_resources/debt_info.asp)

You may notify VA via:

- Email by emailing the VET TEC team at [VETTEC.VBABUF@va.gov](mailto:VETTEC.VBABUF@va.gov)
- Telephone by calling toll-free at 1-888-GI-BILL-1 (1-888-442-4551).
- Postal mail: by sending correspondence to the address at the top of this letter.
- Online by visiting Ask VA online at [ask.va.gov](http://ask.va.gov). Please select “GI Bill” as the category for your question. Using the “add a note” feature will allow you to attach the evidence to your inquiry.

## Your Right To Seek Additional Review

You have one year from the date of this letter to request an additional review of our decision. You should do this if you disagree with our decision about your eligibility for benefits, the amount of your payments or debts, or the reason a payment or debt was issued. For more information, please see the enclosed VA Form 20-0998, Your Rights to Seek Further Review of Our Decision. It explains your options for an additional review. You may also learn more about the appeal process at [www.va.gov/decision-reviews](http://www.va.gov/decision-reviews).

## If You Have Questions or Need Assistance

Website	<a href="http://www.va.gov">www.va.gov</a>
VA Forms	<a href="http://www.va.gov/vaforms">www.va.gov/vaforms</a>
VETTEC Processing Team	<a href="mailto:VETTEC.VBABUF@va.gov">VETTEC.VBABUF@va.gov</a>
Ask a question online at <a href="http://ask.va.gov">ask.va.gov</a> . <i>Please select GI Bill as the category for your question</i>	<a href="https://ask.va.gov/">https://ask.va.gov/</a>
Mailing Address: <i>Include your full name and VA file number on the inside of mailed correspondence (not on envelope)</i>	See address at the top of this letter
Education Call Center	1-888-GI-BILL-1 (1-888-442-4551) (inside the U.S) 001-918-781-5678 (outside the U.S.)
TTY, Federal Relay	711

Veterans Crisis Line	Dial 988, then press 1
VA Regional Office Location	<a href="http://www.va.gov/find-locations">www.va.gov/find-locations</a>
GI Bill® Comparison Tool: <i>This tool allows you to get information on a school's value and affordability; and to compare estimated benefits by school.</i>	<a href="http://www.va.gov/gi-bill-comparison-tool">www.va.gov/gi-bill-comparison-tool</a>




Sincerely,

Education Officer

Enclosures: VA Form 20-0998  
VA-VBA-TED-Flyer-PCPG

## YOUR RIGHT TO SEEK REVIEW OF OUR DECISION

This document outlines your right to seek review of our decision on any issue with which you disagree. You may generally select one of three different review options for each issue decided by VA. However, you may not request review of the same issue using more than one option at the same time. Below is information on the three different review options.

			
	<b>Supplemental Claim</b>	<b>Higher-Level Review</b>	<b>Board Appeal</b>
<b>What Is This?</b>	A reviewer will determine whether new and relevant evidence changes the prior decision.	An experienced claims adjudicator will review your decision using the same evidence VA considered in the prior decision.	A Veterans Law Judge at the Board of Veterans' Appeals (Board) will review your decision.
<b>By Selecting This Option</b>	<p>You are adding or identifying new and relevant evidence to support your claim that we did not previously consider.</p> <p>VA will assist you in gathering new and relevant evidence that you identify to support your claim.</p>	<p>You have no additional evidence to submit to support your claim, but you believe there was an error in the prior decision.</p> <p>You can request an optional, one-time, informal conference with a Higher-Level Reviewer to identify specific errors in the case, although requesting this conference may delay the review.</p>	<p>You must choose a docket:</p> <p><b>Direct Review</b> - You do not want to submit evidence or have a hearing.</p> <p><b>Evidence Submission</b> - You choose to submit additional evidence without a hearing.</p> <p><b>Hearing</b> - You choose to have a hearing with a Veterans Law Judge.</p>
<b>Goal To Complete</b>	<b>125 days</b> on average	<b>125 days</b> on average	<b>365 days</b> on average for Direct Review (longer for the other options)
<b>Form To File To Select This Option*</b>	<b>VA Form 20-0995,</b> <i>Decision Review Request: Supplemental Claim</i>	<b>VA Form 20-0996,</b> <i>Decision Review Request: Higher-Level Review</i>	<b>VA Form 10182,</b> <i>Decision Review Request: Board Appeal (Notice of Disagreement)</i>
<b>Further Options After This Decision Review</b>	You may request another Supplemental Claim, a Higher-Level Review, or a Board Appeal.	You may request a Supplemental Claim or a Board Appeal.	You may request a Supplemental Claim or appeal to the U.S. Court of Appeals for Veterans Claims.

\* All forms listed above are available at [www.va.gov/vaforms/](http://www.va.gov/vaforms/).



For most VA benefits, you have **1 year from the date on your decision notice to request a decision review to ensure the earliest possible effective date.** Consult your decision notice for specific limitations.

If you do not submit a decision review request within the required time, you may only seek review through the following:

- A request to revise the decision based on a clear and unmistakable error, or
- A Supplemental Claim. If you file a Supplemental Claim after the **1-year** time limit, the effective date for any resulting award of benefits generally will be tied to the date VA receives the Supplemental Claim.

While most decision review options are available to you, there are limitations based on the type of decision you received.

- If you are a party to a **contested claim** - such as claims for apportionment, attorney fee disagreement, or multiple parties filing for survivor's benefits - your *only* option for disagreeing with your decision is to file a Board Appeal within **60 days** of the date on your decision notice.
- If you are seeking review of an **insurance decision** you have an *additional* option to challenge VA's decision by filing a complaint with a United States district court in the jurisdiction in which you reside within 6 years from when the right of action first accrues. Consult your decision notice for details on what options are available and where to send the request.

### Get Help with Your Review Request:

For more information on all the available review options, contact us at 1-800-827-1000 or visit [www.va.gov/decision-reviews/](http://www.va.gov/decision-reviews/). If you need help filing a decision review, you may want to work with an accredited attorney, claims agent, or a Veterans Service Organization (VSO) representative. Additional information about working with an accredited attorney, claims agent, or VSO representative is available at [www.va.gov/decision-reviews/get-help-with-review-request/](http://www.va.gov/decision-reviews/get-help-with-review-request/). You may also find a directory of accredited representatives at [www.va.gov/vso](http://www.va.gov/vso).



# Personalized Career Planning and Guidance (PCPG)

## HELPING YOU PLAN YOUR CAREER TRANSITION

### What is PCPG?

You are eligible for the GI Bill, but do you know that you are also eligible for Personalized Career Planning and Guidance (PCPG)? PCPG is a program designed to support you in making a successful transition from military to civilian life.

PCPG offers career counseling, assessment, education planning and guidance resources to help you set and achieve personal, career and education goals. It provides you with one-on-one support – putting you in the driver's seat of your education or career plan.

### How can PCPG support you?

PCPG provides a dedicated, certified career counselor who will tailor a program to meet your needs, which may include:

- ï Resume and interviewing skills
- ï Guidance on maximizing your VA education benefits
- ï Referrals to VA and community resources
- ï Academic and adjustment counseling

You will also have access to expanded follow-up sessions and support, as long as you remain eligible for the benefit.

### How can I find out more?

To apply for PCPG, or learn more about the benefits:



**APPLY ONLINE** – Visit [VA.gov](https://www.va.gov) to complete and submit your application.



**APPLY BY MAIL** – Fill out the application located at <https://www.vba.va.gov/pubs/forms/VBA-28-8832-ARE.pdf> and mail it to your local VA Regional Office.



**APPLY IN PERSON** at your local VA Regional Office or by visiting a VetSuccess On Campus (VSOC) office.



**ACCESS THE ELIGIBILITY WIZARD** at: <https://www.va.gov/careers-employment/education-and-career-counseling/>



**FIND A VETSUCCESS ON CAMPUS LOCATION** at: <https://www.benefits.va.gov/vocrehab/vsoc.asp>



**FIND A VA REGIONAL OFFICE** at: <https://www.benefits.va.gov/benefits/offices.asp>

**PCPG will help you plan for a successful future and achieve your education and career goals. Apply today!**