California Community Colleges

Veterans Resource Center Minimum Standards

Colleges receiving Veterans Resource Center (VRC) ongoing funds shall commit to either meeting and/or making progress towards meeting the minimum standards. When developing spending plans, the funds should be used to maintain a high functioning, student-centered VRC. Refer to the Compendium of Allocations and Resources for ongoing allocations and spending guidance.

Budget Trailer Bill (2017-18 State Budget Section 6870-101-0001 (10.B.G)

Compendium of Allocations & Resources

Questions email veterans@cccco.edu

ADMINISTRATION & FUNDING

- Use evidence-based high touch interventions.
- Collaborate with Student Services to leverage additional funding to support Veteran-affiliated students.
- Develop local annual spending plans that spend down funds within the same year allocated.
- If funds are not fully expended within the same year of allocation, the remaining funds should be the first funds expended in the following year.
- VRC involvement with local board policies and administrative procedural changes as related to Veterans and approval requirements for VA educational benefits.
- Offer campuswide professional development to support unconditional belonging for student service members and veterans.

STRUCTURE - VRC structures should consider the local needs and size of the veteran and military-affiliated student population.

Required Minimum Standard	Recommended Best Practices
• Visible signage of VRC location. • ADA Compliant. • Access to a private space for counseling and/or certification of benefits.	• Front desk and/or virtual front desk. • Lounge area and/or study area. • Access to printers, copiers and computers with software that supports accessibility.

STUDENT SERVICES & ACTIVITIES - VRCs should consider the local needs and size of the veteran and military-affiliated student population when determining services and activities.	
Required Minimum Standard	Recommended Best Practices
- Use available data (local and statewide) to determine the types of student services and activities to provide to students with a focus on student outcomes. - Collaborate and have a system of referral with other campus-based programs - Basic Needs, Mental Health, Tutoring, Financial Aid, DSPA and other local programs. - Pre-admission advising & VA education benefits advising. - Provide written personal summary "shopping sheet" to students with the total cost of their educational program. - Credit for Prior Learning (CPL) military credit evaluation – CCR tit. 5 § 55050 (j) .	- Outreach materials, events, and promotion of VRC services and supports. - Peer-to-peer mentoring. - Textbook & electronic device loan program. - Instructional materials and textbook vouchers. - Establish and maintain intersegmental partnerships to promote and support transfer goals. - Cultivate and maintain external partnerships – examples: housing, mental health, financial literacy, CalTAPs, 50strong, Work for Warriors, PAVE program, food services, etc.

DATA ELEMENTS & OUTCOMES	
Required Minimum Standard	Recommended Best Practices
- MIS Reporting: - Military Student Status SG01 - Student Military Dependent Status SG02 - Verification & updating local database of enrolled students from CCC Apply Data. - Verification and updating local database of enrolled students that did not self-identify as a veteran or military-affiliated in CCC Apply. - Submit the "Annual Reporting Fee" report from the VA to the Chancellor's Office that includes the number of certifications for calendar year January to December. (VA generates report sent to the SCO annually in March).	- Coordinated processes with Admissions & Records office with regular alerts of new veterans and military affiliated student applicants. - Admissions & Records office point of contact for veterans and military affiliated students. - Collect the number of students accessing the VRC annually such as the number of visits, contacts, etc.

- Complete and submit the annual [Vision Aligned Reporting (VAR)](#) for Veterans Resource Centers. Questions about VAR can be directed to VARSupport@foundationccc.org

STAFFING & PROFESSIONAL DEVELOPMENT- VRCs should consider the local needs and size of the veteran and military-affiliated student population when determining staffing needs.

Required Minimum Standard	Recommended Best Practices
[School Certifying Official (SCO)](#) - VRC Coordinator and/or Director - separate from the School Certifying Official (SCO) to oversee the day-to-day VRC operations. - Academic Counselor - with VA education benefit training.	[School Certifying Official (SCO)](#) - 1 full-time SCO for every **125** GI Bill students and/or dependents enrolled in the educational institution (per VA recommendations). - VA work study students to provide support in the VRC and obtain civilian job experience. - Staff engagement in Veterans Regional Meetings, [contact your regional representative](#) for meeting schedule.

STATE AND FEDERAL REQUIREMENTS

Required

[H.R. 7105 Section 1018](#) applies to Institutions of Higher Education and Non-College Degree institutions:

- Academic Counselor point of contact

- Financial Aid point of contact

- Disability Counseling point of contact

More Information [Veterans Affairs](#) & [Public Law 116-315 Section 1018](#)

School Certifying Official (SCO)

VA recommends one (1) SCO full-time employee (FTE) for every 125 GI Bill students and/or dependents enrolled in the educational institution. This number should be adjusted as appropriate by the educational institution when the SCO's duties are expanded beyond certifying GI Bill beneficiaries' enrollments.(US Dept. Veterans Affairs School Certifying Official Handbook Section: [School and Student Responsibilities](#))

SCO's are responsible for:

- Reporting initial enrollment, continuing enrollment (dual certification) and changes to enrollment
- Priority Enrollment

- Transition Act
- Enrollment Manager
- Enrolling in ACH Direct Deposit
- Reporting fees to institutions
- 85/15 Rule – Submission of 35% exemption
- [SCO Annual Training Requirements](#)
- Comply with [Public Law 116-315](#) and any other state or federally approved legislative requirements.
- Submitting CSAAVE catalog approval application

Residency	Veterans and Veteran Dependents Residency – [Veterans Choice Act H.R.7105 (Section 1005) & S. 1095 (Section2)](#). All "covered individuals" will be charged as a California Resident.
Military Leave	Each segment of public higher education shall establish, and update as necessary, a written policy concerning students who are called to active military service [EDC § 66023](#) In accordance with [California Military Families Financial Relief Act of 2005](#) Section 824 (b)(1), Institutions shall make arrangements to reasonably accommodate and assist the student so that he or she is able to meet any and all coursework requirements that he or she may have missed due to military service.
Priority Registration	For members of the armed forces or veteran pursuant to [Education Code section 66025.91](#)
Transition Act	[Veterans Benefits and Transition Act of 2018](#) (Public Law 115-407) Title 1 – Education, Section 103. Institutions are required to allow GI Bill (Chapter 33) and VR&E (Chapter 31) beneficiaries to attend a course of education for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. The District will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.
AB322	[Veteran and National Guard Supplemental Orientation Act of 2023](#) – commencing no later than the 2025-26 academic year. • Include VRC location and point of contact in new student and transfer student orientation. • Develop a list of VRC resources document, available on the college website and by hard copy.

OTHER RESOURCES

[CalVet Fee Waiver](#)	[Samples of VRC Spending](#)
[VA Work Study Site Supervisor Handbook](#)	[50strong Veteran Employment](#) & CCC Opt-In [Form](#)
[MAP Initiative - CPL](#)	[Battlefields to Ballfields](#)

CPL Implementation Toolkit	Warrior Scholar
Center for Veteran Transition and Integration	

VRC WEBINAR RECORDINGS

VRC Minimum Standards Webinar Recording and Presentation Slides

Data Collection & Tracking Student Veteran Outcomes – Part I Recording & Presentation Slides

Data Collection & Tracking Student Veteran Outcomes – Part II Recording & Presentation Slides