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**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS**

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TO: County Veterans Service Offices and Tribal Veterans Service Officers

SUBJECT: Using VBATS to Process Applications for the Tribal College Veterans' Education Reimbursement Grant (Tribal VetEd)

The Wisconsin Department of Veterans Affairs has implemented an enhancement to the Veterans Benefits and Application Tracking System (VBATS). This enhancement enables CVSOs and their authorized staff to process applications online for the **Tribal VetEd**. By entering the application online, you help reduce both cost and improve the eligibility processing time. **NOTE: Eligibility must be approved prior to the grant being reviewed by WDVA.** The access instructions follow:

1. Log into VBATS at: <https://services.dva.state.wi.us/WDVALogin.aspx>.
2. From the Main Menu choose Find an Applicant.
3. Fill in the appropriate name, base file, or SSN and click Search for Applicant.
4. If the veteran you're searching for appears in the search results, click on the name.
If the veteran you're searching for does not appear in the search results, click on Add New Veteran and on the following page fill in the veteran's information. Finally, click Save, then click Back to the search results, and click on the veteran's name.
5. Once you're on the Applicant Detail Information page, on the right side click on the middle dropdown list entitled Create New Application for Applicant and choose "Tribal Education Grant" and click Go.
6. Choose the veteran's school, fill in the required information, and click Continue.
7. Fill in the veteran's information and click Continue.
8. Check all of the understand/consent boxes and click Continue.
9. Make any final edits, and/or create the grant application form, and/or click Messages and leave any appropriate notes concerning the application.
10. Change the top dropdown status selection from CVSO Review to Submit Application and click the Change Status button to submit the completed application.
11. Check the status of the application using the View Existing Applications from the Main Menu.

Below are a few guiding principles when processing an application (form WDVA 2205) for the **Tribal VetEd** in VBATS:

- The veteran must have a **Date of Birth and SSN** in VBATS in order to submit a new application. You can add a veteran's Date of Birth and SSN from the Applicant Detail Page (Change Veteran Information), or from within the application, before it is submitted.
- Please include the veteran's address and the email address when submitting. One of these two forms of communication has to be present on the application in order for the application to be processed.
- The application can be viewed/accessed from the veteran's Application History, or from the View Applications list for your county.
- Applications submitted by a county in VBATS can only be reviewed by that county.
- The application can be saved in VBATS under the status of "CVSO REVIEW" and accessed/completed at a later time.
- Once an application is submitted, it cannot be changed unless WDVA sets the application's status in VBATS back to "CVSO REVIEW."
- Veterans Tribal School Certifying Official will verify the data of the application at the end of the semester and submit this information to WDVA.
- Veterans can apply two different ways:
 1. Reporting to their TVSO/CVSO's office and having their TVSO/CVSO office use VBATS to enter the application.
 2. Submit via U.S. Mail a form WDVA 2205 with an attached DD214 and mail it to WDVA Central Office or by email at: *madison.records@dva.wisconsin.gov*

As always, please maintain privacy and proper legal system use. Use of VBATS is monitored for compliance with all Federal and State laws.

If you have any questions regarding the above process, please contact our Eligibility Unit Team Lead, Angela Reindl, at *angela.reindl@dva.wisconsin.gov* or by phone at (608) 266-6783.