

## Supporting Statement - Part A

### *Certification of School Attendance or Termination* Control #2900-0458

#### Summary of Changes from Previously Approved Collection

- The respondent burden has decreased due to the removal of one of the forms listed within this collection. This collection used to include.
  - VA Form 21-8960, and
  - VA Form 21-8960-1.

VA Form 21-8960 was only available as a computer-generated form which was dispatched as a monthly batch print through VA's central computer system. VA Form 21-8960-1 was available on the One-VA website, for the usability of the claimant should they not receive the batch printed form. These two forms are essentially the same form. Thus, the two forms have been combined into one form number, called VA Form 21-8960. This collection will now be associated with the one form number.

- The respondent burden has decreased due to the merging of the two forms and the estimated number of receivables averaged over the past year.
- No comments were received during the 60-Day comment period.

#### **1. Need for the Information Collection**

The Department of Veterans Affairs (VA) through its Veterans Benefits Administration (VBA) administers an integrated program of benefits and services, established by law, for Veterans, service personnel, and their dependents and/or beneficiaries. Information is requested by VA Form 21-8960, *Certification of School Attendance or Termination*, under the authority of 38 U.S.C. 101 (4) that states to pay benefits to or for a child who attends an approved course of instruction or training the child must be between the ages of 18 and 23. Regulatory authority is found in 38 C.F.R. 3.667.

#### **2. Use of the Information**

The respondent population for VA Form 21-8960 is composed of individuals seeking continued benefit entitlement to or for a child between the ages of 18 and 23 who is attending school.

As such, this collection of information is used to gather the necessary information to determine continued benefit entitlement to or for a child between the ages of 18 and 23 who is attending school.

#### **3. Use of Information Technology**

VA Form 21-8960 is both available on the One-VA website and is a computer-generated form which is dispatched as a monthly batch print through VA's central computer system. VBA is currently hosting this form on a secure server and does not currently have the technology in place to allow for the complete submission of the form. Validation edits are performed to assure data integrity. There currently is no utility process in place that will

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allow the data submitted on the form to be incorporated with an existing centralized legacy database.

**4. Non-Duplication**

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

**5. Burden on Small Businesses**

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

**6. Less Frequent Collection**

VA compensation and pension programs require current information to determine eligibility for benefits. VA Form 21-8960 solicits information that is needed to determine continued benefit eligibility for schoolchildren between the ages of 18 and 23. If the collection were not conducted or were conducted less frequently, VA would be unable to verify continued entitlement in a timely manner, and increased overpayments would result.

**7. Paperwork Reduction Act Guidelines**

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

**8. Consultation and Public Comments**

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, May 1, 2024. The 60-Day FRN citation is 89 FRN 35309.

No comments were received during the 60-Day comment period.

A 30-Day FRN for the collection published on Monday, July 8, 2024. The 30-Day FRN citation is 89 FRN 56025.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

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**9. Gifts or Payment**

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

**10. Confidentiality**

The records are maintained in the appropriate Privacy Act System of Records identified as “Compensation, Pension, Education, and Veteran Readiness and Employment Records-VA (58VA21/22/28),” published at 74 FR 29275 on June 19, 2009, and last amended at 87 FR 8740 (February 16, 2022).

**11. Sensitive Questions**

No questions considered sensitive are being asked in this collection.

**12. Respondent Burden and its Labor Costs**

- a. Number of Respondents is estimated at 1,314 per year.
- b. Frequency of Response is one time.
- c. Annual burden hours are 219 hours.
- d. The estimated completion time for this form is 10 minutes.
- e. VA cannot make further assumptions about the population of respondents because of the variability of factors such as the educational background and wage potential of respondents. Therefore, VBA uses general wage data to estimate the respondents’ costs associated with completing the information collection.

The Bureau of Labor Statistics (BLS) gathers information on full-time wage and salary workers. According to the latest available BLS data, the mean hourly wage is \$31.48 based on the BLS wage code – “00-0000 All Occupations.” This information was taken from the following website: [https://www.bls.gov/oes/current/oes\\_nat.htm](https://www.bls.gov/oes/current/oes_nat.htm).

Legally, respondents may not pay a person or business for assistance in completing the information collection. Therefore, there are no expected overhead costs for completing the information collection. VBA estimates the total cost to all respondents to be \$6,894.12 (219 burden hours x \$31.48 per hour).

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**13. Respondent Costs Other Than Burden Hour Costs**

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

**14. Costs to the Federal Government**

Grade	Step	Burden Time	Fraction of Hour	Hourly Rate	Cost Per Response	Total Responses	Total
7	3	15	0.25	21.45	5.363	1,314	\$ 7,046.33
Overhead at 100% Salary							\$ 7,046.33
9	3	5	0.08	\$26.24	2.187	1,314	\$ 2,873.28
Overhead at 100% Salary							\$ 2,873.28
11	3	5	0.08	31.74	2.645	1,314	\$ 3,475.53
Overhead at 100% Salary							\$ 3,475.53
Processing / Analyzing Costs							\$ 26,790.27
Printing and Production Cost							\$ 297.67
Total Cost to Government							\$ 27,087.94

Overhead costs are 100% of salary and are the same as the wage listed above and the amounts are included in the total.

Printing and production costs approximates the cost of printing this information collection per year. (Processing/Analyzing Cost total divided by \$90).

Note: The hourly wage information above is based on the hourly 2024 General Schedule (Base) Pay ([Pay & Leave : Salaries & Wages - OPM.gov](https://www.opm.gov/policy-data-oversight/salaries/)). This rate does not include any locality adjustment as applicable.

The processing time estimates above are based on the actual amount of time employees of each grade level spend to process to completion a claim received on this form. The within-grade step (3) of each employee represents the average experience of employees within each grade.

**15. Reason for Change in Burden**

The respondent burden has decreased due to the merging of the two forms and the estimated number of receivables averaged over the past year.

**16. Publication of Results**

The results of this information collection will not be published.

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**17. Non-Display of OMB Expiration Date**

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

**18. Exceptions to “Certification for Paperwork Reduction Submissions”**

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.