



Recruit Training Program Veterans' Affairs Education Benefits Guidance

To receive Veterans' Education Benefits:

Step 1

Contact the Veterans Administration (VA) and request either a 'Certificate of Eligibility' or a 'Statement of Eligibility'. This certificate/statement is based on the type of benefits you are applying for and are eligible for.

Step 2

Complete the DFS/MFA Recruit Program – Veterans Benefit Cover Sheet.

Step 3

Complete #1 - #4 of the VA Enrollment Certification Form (VA Form 22-1999).

Note: Only complete #2 if applicable.

A fillable version of this form may be found via a web search.

Step 4

Submit the following documents to the Recruit Training Coordinator.

1. Certificate of Eligibility or Statement of Eligibility (as applicable)
2. Recruit Program – Veterans Benefit Cover Sheet
3. VA Enrollment Certification Form (VA Form 22-1999)

Documents may be hand-delivered to the Officer of the Day (OD) / Lead Instructor or emailed to Recruit.DFS-TM-Academy@mass.gov with 'VA Benefits' in the subject line. It is recommended that recruits retain a copy of all documents submitted for their records.



Recruit Program – Veterans Benefits Cover Sheet

This document is intended for eligible Active-Duty and Veteran Military Members who plan to receive VA benefits related to higher or continued education. This form is not an application for benefits. Please submit this form and supporting documents to the Recruit Training Coordinator. Documents may be submitted to the Officer of the Day (OD) or emailed to Recruit.DFS-TM-Academy@mass.gov with 'VA Benefits' in the subject line.

Name: _____
Home Address: _____
DOB: _____
Class #: _____

Please include the following with this document:

- Certificate of Eligibility or Statement of Eligibility (from the VA)
- VA Enrollment Certification (VA Form 22-1999)

----- Academy Use Only -----

Start Date: _____
Graduation Date: _____
Holidays: _____
Shutdown: _____