

520.5 Jurisdiction and Responsibilities

520.5.1 Student is in a U.S., Canadian, or Mexican School

In a survivor case, jurisdiction is assigned to the field office that services the student's or his (her) payee's mailing address even though the student monitoring forms are sent direct to the student. In a retirement case, jurisdiction is assigned to the field office which services the employee's mailing address.

Example 1: Fred Smith is attending school in San Francisco. He is having his check sent direct deposit to a bank in Oakland. On the Form SF-1199a he completed, he listed his mother's address in Chicago as the address to which he wanted the RRB to send his mail. Jurisdiction is assigned to the Chicago field office. The Chicago field office will be responsible for monitoring the student, contacting the school, etc.

Example 2: Retirement O/M IPI Fred Jones lives with his mother in Phoenix AZ and attends school there. The employee's address is in Detroit. Jurisdiction is assigned to the Detroit field office. The Detroit field office will be responsible for monitoring the student, contacting the school, etc.

520.5.2 Student Is in a Foreign (Except Canadian or Mexican) School

RBD and SBD examiners have responsibility for eligibility determination and benefit monitoring actions for cases in which the student is attending a foreign school (except Canadian or Mexican schools and those foreign schools under a program sponsored by a domestic school). This is true regardless of where the check is mailed or the mailing address is located.

520.5.3 Transfer of Jurisdiction Between Field Offices

If a student's payee changes his address, enter the change of address via Fast COA.

If the new address is in another field office area, the first field office will:

- A. Furnish the address of the second field office to the student,
- B. Instruct the student to contact that field office on any matter relating to student benefits, and,
- C. Transfer its student control file to the second field office.

520.5.4 Transfer of Jurisdiction Between the Field and HQ

- A. If a student beneficiary transfers from a U.S., Canadian, or Mexican school to a foreign school (except when the student is attending a foreign school under a program sponsored by a domestic school), process the change of address, if

applicable, monitor the student as explained in FOM-I-530.15 and transfer your FTS file to Operations.

- B. If a student beneficiary transfers from a school in a foreign country or in a U.S. possession to a U. S., Canadian or Mexican school, the RBD or SBD examiner will process the change of address, if applicable, and transfer jurisdiction of the FTS monitoring to the field office.

520.10 Field Office Responsibility

Field office responsibilities include:

- A. Establishing and documenting a student control file for every child within their jurisdiction who files for student benefits, including a Form G-317, "Student File Control Sheet.
- B. Determining the eligibility of full-time students in domestic, Canadian and Mexican schools, in foreign schools under a program sponsored by a domestic school, and in home schooling.

NOTE: If you need assistance in determining eligibility, call the Office of Programs or the Field Service. Do not seek direction or guidance from a claims examiner.

- C. Contact the student in person, whenever possible or by telephone when they initially become entitled to benefits to explain the reporting responsibilities that accompany student benefits. Give Booklet G-316 *Railroad Retirement Benefits for Students Age 18-19 in Elementary and Secondary School* to the student.

NOTE: When the personal or phone contact with the student has been made, the field office should document the method of contact and the contact date in item 13 of Form G-317, "Student File Control Sheet and Imaging Transmittal." If phone contact instead of personal contact was made, an explanation should also be provided in the G-317 Remarks section.

- D. Enter initial and monitoring Form G-315 or Form G-320 FTA proof on APPLE screen APMU 925 *Proof of Full-Time School Attendance*.
- E. Monitoring the student's continuing eligibility for benefits while on the rolls and updating the information on Form G-317.
- F. Taking the required action on any suspension or termination notice received directly from the student, or a representative of the student. This includes, checking the APPLE screen APMU 925 screen to make sure the FTA proof is up to date, entering a new APMU 925 screen if necessary, modifying or entering terminations of survivor FTS benefits via FAST S/T. For survivor cases in which the student annuity was not terminated timely or other family members had been subject to the family maximum with the student included in the family group, and

for Retirement O/M cases, send an Outlook message to SBD or RBD advising them to adjust the annuity.

- G. Notifying SBD or RBD if a student, who was attending school in the U.S. Canada, or Mexico transfers to a school in a foreign country (other than Canada or Mexico) or a U.S. possession conduct benefit monitoring up to the date of the transfer, and forwarding the student control file to RBD or SBD.
- H. Conducting final benefit monitoring action two months prior to or at the time of a termination event for students under field office jurisdiction

520.10.1 Establishing a Control File

The field office must establish a student control file for each child under their jurisdiction who claims entitlement as a student. Although the exact method used in each office is up to the discretion of the manager and regional office directives, one of the more efficient ways to handle student control files is to use file folders with four-cut tabs. The placement of the tabs should be geared to the student's year of birth. This would help to insure against misfiling and failure to transmit a file to Operations at age 19 for imaging. In addition, Form G-317 "Student File Control Sheet and Imaging Transmittal" has been devised for use on the control file. This is to standardize records in all field offices.

Create the Form G-317 at initial entitlement of the student from the RRAILS Form G-317 template. Use File "Save As" to save a copy of this form for each student to a diskette or network drive. Then use Microsoft Word to update this form for each student when the student monitoring is done.

If your region requires use of Form G-680 as a cross-reference, complete this form as explained in FOM-I-1720. File the completed Form G-680 in your closed retirement file.

If the student was an FTS under the jurisdiction of a different field office, secure the student control file from that office.

520.10.2 Maintaining the Control File

Update the Form G-317, "*Student File Control Sheet and Imaging Transmittal*" for each student when the student monitoring is done.

File the correspondence to and from the student, correspondence or outlook messages to and from SBD and RBD, and Forms G-315, G-320, G-315a and G-315A.1, etc., in the student control file. The regional office control sheet should be stapled to the front of the control file or to the left hand side of the folder according to instructions from your regional office.

Student control files are divided into two groups.

- Active files - The student is currently being paid an annuity or included in the O/M computation of the employee's annuity.
- Inactive files - The student is not currently being paid an annuity or included in the O/M computation of the employee's annuity because either the FTA development did not prove FTA or the student has a suspension event (see FOM-I-535.5.1). These files can be reactivated when the student again starts in FTS.

The student control file is not subject to a field office disposal schedule. These active and inactive files should be held in the field office until a terminating event occurs or attainment of age 19 (as explained in FOM-I-535).

520.10.3 Transmitting Closed File to Operations

The student control file is considered to be closed when the student's benefits are terminated (see FOM-I-535.20). FOM-I-1720, Form G-317 instructions explains how to use Form G-317 to transmit the closed file to SBD or RBD for imaging.

520.10.4 Quality Assurance Responsibility

The field office is responsible for determining the acceptability of evidence submitted to verify school attendance at an EI or home schooling as explained in FOM-I-525.25.

520.15 Examiner Responsibility

The RBD or SBD claims examiner is responsible for:

- A. Determining the eligibility of full-time students in foreign (except Canadian and Mexican) schools and in schools in U.S. possessions.
- B. Verifying FTA when a student is attending school in a foreign country (except Canada or Mexico) or in a U.S. possession.
- C. Notifying the field office if a student, who was attending school in a foreign country (except Canada or Mexico) or a U.S. possession, resumes school attendance in the U.S., Canada or Mexico.
- D. Requesting a field office to take appropriate action when an application is filed directly with Headquarters, or when the student notifies Headquarters of a change in schools.
- E. Preparing awards and reviewing the FTA Form G-315 or Form G-320 and FTA proof entered on APPLE screen APMU925 (PF15).
- F. Preparing any award letter or other letter sent to the FTS, the employee annuitant in a retirement case or the student's payee in a survivor case

concerning the student's status. RRAILS letters will automatically be imaged and viewed by the field offices.

- G. Notifying the field office if the status of child changes from student to disabled child.
- H. Notifying the field office of any information received directly from the student or the school which would affect the field office's student control file.
- I. Reviewing the file after the field office's student control file is submitted to Headquarters. Checking Fast S/T to verify the termination or pending termination and the termination effective date, if the field office entered or modified the student termination in survivor cases. Reviewing the FTA proof(s) on APMU925 (PF15) to make sure they agree with the FTA dates verified in the student control file.
- J. Sending the Form G-317 and the student control file to PSD to be imaged. The student control file will then be stored at the Federal Records Center for seven years.

