

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. Make a notation on Contact Log.

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-1-530.15](#). 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.

520.10 Field Office Responsibility

Field office responsibilities include:

- A. 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 Bureau of Field Service (BFS), or email P&S-PAS via the P&S Inquiry mailbox . Do not seek direction or guidance from a claims examiner.

- B. 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 on Contact Log. If phone contact instead of personal contact was made, an explanation should also be provided on Contact Log

- C. Enter initial and monitoring Form G-315 or Form G-320 FTA proof on APPLE screen APMU 925 *Proof of Full-Time School Attendance*.
- D. Monitoring the student's continuing eligibility for benefits while on the rolls (see [FOM1 530.15](#)).

NOTE: Student cases are divided into two groups.

- **Active cases** - The student is currently being paid an annuity, or included in the O/M computation of the employee's annuity.
- **Inactive cases** - The student is not currently being paid an annuity, or is not 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-1-535.5.1](#)). These cases can be reactivated when the student again starts in FTS.

These active and inactive cases should be documented on Apple, Contact Log, or Imaging until a terminating event occurs or attainment of age 19 (as explained in [FOM-1-535](#)).

- E. 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.
- F. 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, conducts benefit monitoring up to the date of the transfer, and imaging the student documentation.
- G. 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 Closing Student Cases

The student case is considered to be closed when the student's benefits are terminated (see [FOM-I-535.5](#)).

520.10.2 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-1-525.25](#).

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 student's case.