Disbursement Rate Schedules
Medical & Dental Education & Fiscal Operations

PURPOSE
The goal of this quick guide is to provide an overview of the Rate Schedule process.

POLICY
VHA Handbook 1400.05 – DISBURSEMENT AGREEMENT PROCEDURES FOR PHYSICIAN AND DENTIST RESIDENTS

PROCESS
Disbursement Rate Schedules or Rate Schedules are to be renewed every academic year by the affiliate and DEO. OAA can only pay the facility based on the most recent approved on file. This means that if you as the DEO have not updated your rate schedule in three years, then OAA is funding your positions at the rate from three years ago. It is imperative to update these each year.

The Fiscal team in OAA sends out multiple emails and announcements when Rate Schedules are due. Keep an eye out and ensure your rate schedules are submitted timely and appropriately. Two related documents are required to be submitted each year when updating the rate schedule. One is the Rate Schedule, an Excel spreadsheet that contains detailed breakdown of the proposed rates. The second is the Disbursement Rate Schedule Memo providing a summary of the rates by program and PGY.

Rate Schedules describe what funds are needed and for what reasons. The most recent rate schedule template is located at: SAMPLE RATE SCHEDULE TEMPLATE. Regulations specific which costs can be included in the specific rates being requested (“Reimbursable Items”) and which costs cannot be included in the requested rate (“Non-reimbursable Items”). Note that the items non-reimbursable for purposes of the rate schedule may be payable from the VAMC to the affiliate through a different process, Health Care Resources Contracting (VHA Handbook 1400.10).

Rate Schedule Reimbursable Items:
- Stipend
- PGY level salaries for medical residents
- FICA
- Health Insurance
- Other
- Insurance
- Worker’s Comp
- Unemployment
- Disability Insurance
- Retirement
Rate Schedule Non-reimbursable Items:
- Administrative Cost
- Email Services
- Administrative Support
- In-service exams
- Accreditation body fee’s (including per-resident assessments, program and institutional accreditation fees)
- Cost of attendance, including registration for and travel to, medical meetings and special education courses
- National Resident Matching Program participation charge
- Pagers, cell phones, Blackberries, or other electronic communication devices
- Purchase of education materials (books, tapes, DVDs and software)
- Resident licensure fees
- Other indirect costs of resident education

In addition to your rate schedule document, you must also provide a Disbursement Rate Schedule Memo. A template has been provided below. The completed memo and rate schedules should be emailed together to vhaoaaadr@va.gov

Approved rate schedules can always be viewed on the OAA Support Center. After logging in, click on REPORTS.

On the left side of the screen, click on BUDGET.
Then click on **DISBURSING AGENT SCHEDULES BY YEAR/FACILITY**.

The rate schedules for all of your affiliates will populate the screen. Use the page forward button to see all of the rate schedules available.

To Print or Export this report, click the blue disk icon in header and select PDF.
Disbursement Rate Schedule – Memo Template

Please be sure to use the latest version of the stipend memo and rate schedule; located at https://www.va.gov/oaa/handbooks.asp

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**Department of Veterans Affairs**

**Memorandum**

*Date:*

*From:* Designated Education Officer or ACOS/E

*Subj:* VA Residency Training Stipend Request

*VA Medical Center, Station ###*

*To:* VHA Office of Academic Affiliations (10A2D)

ATTN: Financial Operations (mailto:vhaosdarates@va.gov)

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1. The following per annum stipends are requested, effective *(DATE)*, for non-career Medical, Dental, and Chief Residents including OAA Advanced Fellows at our facility.

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2. Additional funds required to support all positions funded for the current Academic Year based on this revised schedule will be requested on the Quarterly Needs/Excesses Report.

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Signature of DEO or ACOS/E