

Federal Work-Study Program

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Federal Work Study Handbook

Introduction

Federal Work Study (FWS) is a form of Federal Financial Aid awarded to students on a first-come-first-serve basis. This type of Federal Financial Aid is awarded through an allocation received annually by the U.S. Department of Education. Federal Work Study (FWS) is called Campus-Based Aid and is awarded to students who have need. Need is defined as Cost of Attendance minus Estimated Awarded Aid. Students must have need in order to receive a FWS award.

FWS funds are federal dollars and must follow regulations outlined by the U.S. Department of Education and may differ from state and employer regulations, policies, or procedures.

Objective of FWS

The objective of FWS is for students to grow in their field of study through work opportunities, ideally in a community centric role. FWS is an award restricted by federal regulations and is restricted by student eligibility, packaging criteria, need, satisfactory academic progress, and the annual allocation.

Student Eligibility

A student must maintain eligibility to participate in a FWS position. Eligibility includes the following criteria:

- Half-time enrollment in a quarter (with the exception of Summer quarter).
- Enrolled in a federal aid eligible program.
- Maintain Satisfactory Academic Progress (SAP): [Financial Aid Satisfactory Academic Progress | Fuller Seminary](#)
- Submit a FAFSA each year and resolve all outstanding federal aid requirements (US Citizenship, Selective Service, Default, etc).
- Must have FWS eligibility (cost of attendance minus estimated financial aid).
- FWS students are limited on the amount of hours worked per week.

Regulations Governing FWS (list not all inclusive)

- Funds cannot be used to pay fringe benefits (examples below).
 - Sick/Vacation/Holiday Time
 - Retirement
 - Insurance
 - Social Security Share
- Must not replace regular employees.
- Must not interfere with a student's academic program or course enrollment.
- Assigned a full-time Supervisor.
- FWS funds are paid only on hours worked.
- Job duties and position approved by Financial Aid Administrator prior to hiring to ensure it complies with federal regulations.
- Students must not have control over other student records, grades, or personal identifiable information.
- Salary range must at least meet state minimum wage requirements.

STUDENT SECTION

Requesting FWS Funds

If the student wishes to obtain a work study position, they may begin by completing the federal work study request form available at: [Federal Work Study Request Form - Google Forms](#)

Student Request for a FWS Position

All students have the option to work *on campus* or *off campus*. If an off-campus job is identified, and approved by SFS to be used with FWS funds, the student must identify and provide SFS the contact information for the supervisor for this position. To inquire about an off campus position, please contact the SFS office. On campus positions available to receive applications are listed on the Quad ([quad.fuller.edu](#)). If the student identifies a job on campus, the student should contact the hiring supervisor and begin the interview process.

The student can email the SFS for any questions regarding the awarding and usage of FWS awards: fws@fuller.edu.

Student Must Maintain Eligibility

All students participating in the FWS program must be aware of all eligibility criteria and manage worked hours and award amounts to ensure they are not overawarded. Students must alert the SFS office if they fail to meet any eligibility criteria or if they exceed their award amount. The student is responsible to document hours worked. Eligibility includes the following criteria:

- Half-time enrollment in a quarter (with the exception of Summer quarter).
- Enrolled in a federal aid eligible program.
- Maintain Satisfactory Academic Progress (SAP): [Financial Aid Satisfactory Academic Progress | Fuller Seminary](#)
- Submit a FAFSA each year and resolve all outstanding federal aid requirements (US Citizenship, Selective Service, Default, etc).
- Must have FWS eligibility (cost of attendance minus estimated financial aid).
- FWS students should maintain part-time enrollment status in the fall, winter and spring quarters.

Summer Eligibility

The student does not have to be enrolled in the Summer quarter in order to continue working as a FWS student. However, the student is subject to need, and hours can be restricted, if the student is overawarded or if federal funds are limited. FWS funds for the year begin July 1st of each year and end June 30th.

If the student wants to remain employed after June 30th, the student must:

- Complete the Letter of Intent located at [Federal Work Study Letter of Intent \(Summer quarter only\) - Google Forms](#) which confirms they will enroll at least half time in the Fall.
- Complete the FAFSA for the new award year.
- Must not have any documents outstanding with the SFS office or the institution.
- Must be enrolled or plans to remain enrolled in an eligible program for the upcoming Fall Quarter.

MANAGER SECTION

Participation in the FWS Program

- Departments desiring a work study role **must** submit a job posting to Shannon Lewis in the Student Financial Services (SFS) office for approval **prior** to hiring a FWS student.
- When creating a job description, keep in mind the objective of Federal Work Study.
- Federal Work Study roles should never replace regular positions on campus. For example, if an office needs a front desk role to do clerical work in order to function, this role should not be filled with a work study student.
- The purpose of the review of all job descriptions is to ensure compliance with federal regulations concerning the FWS program. Once approval by SFS is received, the hiring manager should work with Human Resources (HR) to post the open position.
- The hiring manager is responsible for the accurate management of the student hours and timecard entries for each payroll cycle in ADP.
 - Time cards are **approved** by SFS
 - Expense of payroll is Assigned to SFS not individual departments
 - Time cards will be audited by SFS for accuracy. If errors are found SFS will contact the assigned manager.
 - Any wages not eligible for FWS will be charged to general funds but where applicable could be charged to the department.
- Hiring managers must ensure compliance with all federal regulations governing FWS funds.
- Manager must terminate employment of the FWS student if contacted by SFS because one of the following conditions occurred:
 - No need identified in the student's Cost of Attendance
 - Student failed to make satisfactory academic progress
 - Student failed to complete the new FAFSA
 - Student no longer meets eligibility criteria to participate in program
 - Position no longer meets federal regulations
 - Annual institutional federal allocation spent

Job Description Requirements

- Title
- Department
- Name/address of employer
- Supervisor name
- Purpose of the role
- Duties and responsibilities associated with the position and how they relate to the purpose or role
- Rate of pay
- General qualifications
- Position beginning and end date

Job Duties and Responsibilities

Consider the following when creating job roles and responsibilities

- Students must not have control over other student records, grades, or personal identifiable information.
 - FWS employees may not have any access to personally identifiable information. This means that a FWS employee may not have access to any of the following: social security number, passport number, driver's license number, taxpayer identification number, financial account number, credit card number, street address, email address or telephone numbers.
- FWS students may not supervise any other students.
- FWS students may not participate in any religious instruction or worship.
- Positions must also not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Managers and Human Resources

- After a position has received approval from SFS, the manager then works with Human Resources to post the position.
- The hiring manager should ask the student if FWS has been awarded to the student
 - If a student is not awarded the student must contact the SFS office to ensure eligibility for a FWS award before the manager offers the position to the student.
- The manager must report to SFS the student they have selected to fill the role so that the SFS office can set up the student in the Banner system.
- The manager must ensure the student is set up correctly in ADP and is identified as a FWS worker assigned to a FWS position.
- The manager must follow all HR policies as it relates to hiring and termination of employees.

As the student begins to work, it is important that the manager remains in communication with Shannon Lewis in SFS. The manager must ensure contact information is updated and available to the SFS office. It is the supervisor's responsibility to remain aware of FWS eligibility and should work with students to stay in contact with SFS regarding ongoing eligibility.

All positions are subject to fund allocation and may be limited, reduced, or terminated if changes occur during reconciliation or federal allocation amounts. Federal Work Study allocations are approved from the Department of Education on the fiscal calendar: July 1st through June 30th.

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- Must be enrolled or plans to remain enrolled in an eligible program for the upcoming Fall Quarter.

STUDENT FINANCIAL SERVICES

The manager of FWS funds is Shannon Lewis, Associate Director at Fuller. Ms. Lewis is responsible to approve all FWS jobs and must authorize the final hiring of a FWS student.

The SFS Department is responsible for

- Entry of all FWS hours in Banner
- Creation of Student Award and job profile in Banner
- Management of the Job Listings
- Verification of a Supervisor assigned to each job posting
- Student eligibility to participate in the FWS program
- Student award is reconciled
- Student is not over awarded
- Manage student Cost of Attendance
- Reconcile all federal funds to the annual allocation to ensure the Institution is within budget and in compliance.
- Contact supervisors each month to keep them informed of eligibility.