Policy and Procedures for Students Interested in Federal Work-Study

What is Federal Work-Study

Federal Work-Study allows students to work part-time in school. Participants can be undergraduate or graduate students. The Federal Work Study program is a campus / need based program for which the Federal government provides funding each year. Participation in the program is based on financial need and academic performance. (Refer to Standards of Academic Progress and Calculating Eligibility)

Step 1: Requesting Federal Work Study

Each year, a FWS student must complete a Federal Student Aid application at www.fafsa.gov. On this application a student may indicate that they are interested in FWS. Must complete the verification process if selected. Students must be meeting Satisfactory Academic Progress in order to maintain eligibility.

Step 2: Selecting a Student Worker

Round 1 (Student awarded based on FAFSA): Student workers are awarded FWS in priority order. Students awarded FWS and choose to accept the award complete a 'FWS Questionnaire' and receive an 'Award Notification'. Students with 'Award Notification' are eligible to begin searching for available positions. This sheet will show how many hours the student is eligible to work per term, for the upcoming year. Supervisors are encouraged to interview the interested FWS students to ensure that the student has the availability and skills that they require. Supervisors will not hire any student who cannot present an 'Award Notification' to them. In the event that they do do hire a student who is not eligible, funds to pay the student must come from your departmental budget.

Round 2 (students selected off the FWS Waiting List): Student workers are awarded FWS in priority order. Students will complete a 'FWS Questionnaire'. This will place them on the waiting list in the order of which it was received. Students are then eligible to begin applying for jobs that are available. FWS Coordinator will also send their resume to supervisors with opening that fit their job skills. Supervisors are encouraged to interview the interested FWS student(s) t to ensure that the student has the availability and skills that you require. After supervisor has selected the potential FWS student(s) supervisor is to contact the FWS Coordinator to proceed with the hiring of the FWS student. The student must complete the 'FWS Hire Packet' before they can begin work. After successful completion of the "FWS Hire Packet' FWS Coordinator will send the student an official 'Award Notification'. Only students that have an 'Award Notification' are eligible to begin work. In the event that they hire a student who is not eligible, funds to pay the student must come from your departmental budget.

Step 3: Student Worker Hire Process

Once you have interviewed and the supervisor determines you are eligible to be hired, you and the supervisor must complete the 'Hire Packet'. **Students are not permitted to begin working without completing a hire packet**. Hire packets will be emailed to students after the supervisor confirms they are interested in hiring you with the FWS Coordinator.

A completed packet consists of all of the following:

- Hire form (must be completed by **the student and supervisor**),
- DHS form,

- Federal W-4 form,
- State Tax Form (Forms for Ohio, Kentucky, and Indiana available),
- Privacy statement,
- School Employees Retirement exemption form and
- Two forms of identification (ex: social security card and drivers license)
- Current Registration Statement or Work Schedule

Hire packets are not considered complete if the student has not turned in two forms of identification as indicated in the packet.

Students and supervisors will receive an e-mail from the FWS coordinator when the student is permitted to begin working. Students who work prior to FWS approval cannot be paid from FWS funds and must be paid from your departmental funds.

FWS Students Eligible for Re-Hire

Students returning to the same position for a new school year must also complete a re-hire packet for the new school year before working. Students who have neglected to do so will not be paid from the FWS budget.