

Section 5

Policy: **Federal Work-Study and Job Location and Development Programs**
Regulations: [675.10](#) (Selection and awarding of students), [675.20](#); [675.21](#); [675.2\(b\)](#); [675.18\(g\)](#) (Assigning FWS Jobs), [675.19](#) (FWS Fiscal procedures and records), [675.20](#) (Eligible employers), [675.36](#) (Job Location and Development (JLD)—Procedures and records) and [675.49](#) (Work Colleges Program—Procedures and records)

Purpose: This section addresses the requirements for the FWS and Job Location and Development Program.

Scope: **Specifically Address:**
Selection and Awarding of Students
Assigning FWS Jobs
FWS Fiscal Procedures and Records
Job Location and Development (JLD) Procedures and Records
Work Colleges Program Procedures and Records

Responsibilities:
(Identify individuals and/or offices responsible for developing and updating this section)

Employing departments; FAA;

Definitions:
(Identify acronyms or definitions that will be used in this section)

See Appendix A

Resources available to assist in the development of a manual:

- FWS Assessment <http://ifap.ed.gov/qahome/qaassessments/fwsmodule.html>
- Activity 3 FWS Payroll <http://ifap.ed.gov/qadocs/FWSModule/Activity3FWS.doc>
- FWS Administrative Cost Allowance Activity 2
<http://ifap.ed.gov/qadocs/FWSModule/Activity2FWS.doc>
- FWS Off-Campus Activity 4 <http://ifap.ed.gov/qadocs/FWSModule/Activity4FWS.doc>
- FWS Off-Campus Activity 5 Non Federal Share and Community Service
<http://ifap.ed.gov/qadocs/FWSModule/Activity5FWS.doc>
- FWS Fiscal Records Worksheet
<http://ifap.ed.gov/qadocs/FiscalManagement/fwsmonth.doc>
- Review the [2009-10 FSA Handbook](#) (Volumes 1, 3 and 6) for guidance related to the topics in this section

Required information:

- Establish selection procedures that are uniformly applied, in writing and maintained in the institution's file.
- Procedures to make funds reasonably available, to the extent of available funds to all eligible students.
- Part-time and independent students. If an institution's allocation of FWS funds is directly or indirectly based in part on the financial need demonstrated by students attending the institution as less than full time or independent students, a reasonable portion of the allocation must be offered to those students.

Selection Procedures**Federal Work Study Program (FWS)****Policy**

It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, financial aid, or employment.

Procedures

The following procedures will be followed to ensure compliance with federal requirements and the College's non-discriminatory policy.

1. The financial aid office will request a detailed job description for each FWS position and the number of positions desired by the work locations on campus.
2. All FWS positions will be awarded on a first-come first served basis. This information will be pulled from the AS400 for students who completed the FAFSA and indicated interest in the FWS program. Priority will be given to returning students who are already engaged in the FWS program.
3. Attempts will be made to place students in the work locations of their choice. A FWS student will be given a list of possible work locations to select from. The student will then be referred to the office for an interview. If desired by the work location, the student will be required to complete a Student Employment Agreement before he/she can start work.
4. FWS may be allowed to work in between terms as long as the student intends to enroll as at least half-time status in the coming term.
5. No FWS may be allowed to work beyond 15 hours per week when school is in session. However, a FWS student may work more than 15 hours per week when school is not in session.
6. FWS payroll checks are available once a month. Checks are usually available by the 10th day of the month.

Summer Term Cross Over Policy

It is the policy of Bishop State Community College to disburse federal Title IV funds for students attending a cross-over summer session that spans to award years in one award year. For example, a student who is enrolled in the summer session (5/23/2011 – 8/03/2011) will be disbursed federal Title IV funds from the 2010-2011 award year.

This policy will apply to the federal Pell grant, FSEOG, federal work-study program, ASAP and ASAP-Knight grants. This policy complies with federal regulations 34 CFR 691.64

Based on 15 hours per week during the semester at current pay rate, the Financial Aid Office determines the maximum annual award and total number of student the College can serve. For example:

Fall semester = 15 weeks x 15 hours per week = 225 hours x \$7.49 = \$1,685 per semester x 2 semesters = \$3,370 academic year

Off-campus: Currently the College does not have any off-campus employment agreements.

Priority: Community service and tutoring areas are considered first priority.

When assigning FWS jobs, ensure the following conditions are met:

- Eligible employers for both on-campus and off-campus
 - Off-campus agreements
 - Community Service
 - FWS Students as Tutors
 - Family Literacy

- Employment conditions and limitations

Currently, College work-study students are employed in the Americans with Disabilities Office as community service. Students also work with family literacy in the Adult Basic Education office, College library and an on-campus daycare center.

The College is actively seeking other community service and tutoring positions for work-study students.

Procedures that outline and follow provisions for maintaining general fiscal records as outlined in [34 CFR 668.24\(b\)](#) and [34 CFR 668.164](#).

Please ensure that you have developed Fiscal procedures for this section. The Fiscal procedures that should be included are outlined in Section 1.5 of this guide. You may want to include a reference to that section of the guide to show that your Fiscal Control and funding accounting procedures are in place for the FWS Program.

In addition, your procedures must address the following information:

- Establish and maintain an internal control system of checks and balances that insures that no office can both authorize payments and disburse funds to students (**See Section 1.2 of this manual**).
- If the institution uses a fiscal agent, outline what ministerial acts that agent performs.
- Identify how the school maintains funds received under FWS as required under [668.163](#).
- The process to insure the school follows the record retention and examination provisions in [675.19](#) and [668.24](#).
- Establish and maintain program and fiscal records outlined in [675.19\(1\) \(ii\) \(iii\) \(iv\)](#).
- A process to coordinate and submit a Fiscal Operations Report plus other information the secretary requires. A process to insure that the information reported is accurate and is submitted on the form and at the time specified by the Secretary.
- By law, FSA funds may only be used for educational purposes. If your school is not the employer in an off-campus employment arrangement, it must have an effective procedure to notify off-campus employers that garnishment of FWS wages for any debt other than a cost of attendance is not permissible.

The Financial Aid Office awards work-study to students meeting the eligibility criteria. The Business Office processes approved timesheets and disburses FWS funds each month.

The College notifies its banking institution annually that its operating and payroll accounts include Federal funds. Those accounts are interest-bearing accounts. Each month the interest earned on the total balance is allocated to the programs and funds that earned that interest.

The College maintains self-balancing funds for each restricted grant, including FWS. These accounts include cash, receivables, payables, revenues, and expenditures separately identified by program by year.

By the first work day of the month, supervisor and Financial Aid Office approved timesheets must be submitted to the BO for processing. The timesheets record the hours and dates the student worked. The student is required to sign the timesheet, certifying its accuracy.

The BO recalculates the hours and total wages for each timesheet. The payroll checks are cut normally released on the 10th day of the month for the previous month's hours worked.

The FWS expenditures are reconciled monthly by the Director of Accounting.

Each year by the published deadline, the Financial Aid Office, in conjunction with the BO, completes and submits the FISAP.

The Financial Aid Office is responsible for submitting and maintaining the following records:

- 1) PPA,
- 2) ECAR,
- 3) Student records, including SAR, ISIR, repayment calculations, documents with original signatures, etc.
- 4) List of Student Awards – award and disbursement amounts.

All documents are maintained for at least 3 years after the end of award year for which the aid was awarded and disbursed under FWS. All documents are subject to the federal and state open records requirements.

The school must have procedures and records concerning the administration of a JLD project which are governed under Subpart B—Job Location and Development Program [675.31](#).

- JLD—Purpose [675.31](#).
- JLD—Program description [675.32](#).
- JLD—Allowable Costs [675.33](#).
- JLD—Multi-Institutional job location and development programs [675.34](#).
- JLD—Agreement [675.35](#).
- Procedures and records [675.36](#), [675.19](#).
- JLD—Termination and suspension.

NA

The school must have procedures and records concerning the administration of the Work Colleges Program (WCP).

- WCP—Special definitions [675.41](#).
- WCP—Allocation and reallocation [675.42](#).
- WCP—Purpose [675.43](#).
- WCP—Program description [675.44](#).
- WCP—Allowable costs, Federal Share, and Institutional Share [675.45](#).
- WCP—Unallowable costs [675.46](#).
- WCP—Multi-institutional work college arrangements [675.47](#).
- WCP—Agreement [675.48](#).
- WCP—Procedures and records [675.49](#), [34 CFR Part 673](#).
- WCP—Termination and Suspension [675.50](#).

NA