



Federal Work Program Information Sheet

The Federal Work Program is designed to extend employment opportunities to eligible students to earn money, gain hands-on experience, and build valuable working skills. Qualification for the Federal Work Program is based on financial need and eligibility determined by the FAFSA. Students that are eligible and indicated interest in participating on their FAFSA are automatically awarded Federal Work Program funds.

How the Federal Work Program Works

- ✓ As listed on the award letter, students are awarded an allotted amount of money that they are allowed to earn in the program.
- ✓ Each student will be able to access the list of available positions (in the Financial Assistance Office or online), and will directly contact the work program supervisors for an interview.
- ✓ During the interview, the work program supervisor and the student will discuss an hourly wage and will devise a schedule that is mutually beneficial.
- ✓ Once the student is offered a position, the student's supervisor will contact the Office of Financial Assistance to request a contract.
- ✓ **Before any hours can be worked, the student must go to the Financial Assistance Office to sign the work program contract.**
- ✓ **If the student is a new work-study employee, it is necessary for the student to go to the Human Resources Office to fill out an I-9 and a W-4. The student will need their social security card and a picture I.D. to complete these forms.**
- ✓ Students will designate on their contract whether money earned will be applied to their balance or kept for personal use. The Payroll department will issue checks bimonthly for hours worked. At the end of each pay period the gross amount earned will be deducted from the student's overall award.

Now you are ready to begin. It is important to note that the amount of eligible working hours will vary by student, depending on their hourly wage and Federal Work Program award. It is the responsibility of the student and the supervisor to make sure that the student does not earn more than the allotted Work Program amount listed on their award letter and work program contract.