Federal Community Service Work Study Program  
Application Checklist

DEADLINES TO SUBMIT REQUIRED FORMS: FALL – NOVEMBER 15TH, SPRING – APRIL 15TH & SUMMER – JULY 15TH.

Program Information: The Federal Community Service Work Study (FCSWS) program is a federally subsidized work program which provides eligible students the opportunity to work for an eligible public, government or 501(c)3 non-profit organization and to earn money to help cover education-related expenses. The salary is $12 per hour ($15 for second year MSPPM-DC track students only) with the qualifying employer paying 30% (the non-federal share) of the hourly wage. Students must not receive compensation from the employer beyond the non-federal share paid by the employer.

In order to participate:

• The student must be a Federal Work Study award recipient, AND receive their PA ACT 153 Clearances*
• The employer must be an eligible public, government or 501(c)3 non-profit organization whose mission and work benefit the community.

Employer and position eligibility are determined by submitting a detailed job description, in addition to the following forms:

• FCSWS Terms and Conditions
• Current FCSWS Hiring Form
• Participation Acknowledgment (contract)
• Verification of 501(c)3 status (if applicable)

Carnegie Mellon University’s Associate Director of Student Employment will review all documents for eligibility and ensure that federal guidelines are met. Approval is at the sole discretion of the Associate Director of Student Employment. Once approved, the employer and the student are notified via email by the Heinz Office of Financial Aid.

PA Act 153: All FCSWS students working in the state of Pennsylvania are required to obtain criminal background checks and clearances prior to their employment start date as a condition of FCSWS employment.

Student employees not working in Pennsylvania or who have previously obtained clearances, may be eligible for a waiver.

All FCSWS students should immediately schedule an appointment with Ms. Nubhia Nishad (nnishad@andrew.cmu.edu), Carnegie Mellon University’s Employment Background Check Coordinator, who will assist in applying for the Clearances and will determine if the student is eligible for a waiver.

Utilizing this service is strongly encouraged, and will help ensure that the student will be able to begin their position as soon as possible. Additional details on Act 153 can be found on Page 2 of the FCSWS Hiring Form.

Checklist: This checklist will assist you in completing the FCSWS application process. Check off each item after it has been completed.

Note: All FCSWS paperwork should be submitted at least two weeks prior to the expected start date to allow time for processing.

<table>
<thead>
<tr>
<th>To be completed by the Employer:</th>
<th>To be completed by the Student:</th>
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<tbody>
<tr>
<td>___ Job Description</td>
<td>___ Student Information Form</td>
</tr>
<tr>
<td>___ FCSWS Terms and Conditions</td>
<td>___ FCSWS Student Acknowledgment Form</td>
</tr>
<tr>
<td>___ Current FCSWS Hiring Form</td>
<td>___ Act 153 Clearances*</td>
</tr>
<tr>
<td>___ Participation Acknowledgement</td>
<td>___ Submit all FCSWS paperwork (employer and student) to the Heinz College Office of Financial Aid.</td>
</tr>
<tr>
<td>___ Verification of 501(c)3 status (if applicable)</td>
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<tr>
<td>___ Act 153 Employer Certification* (if applicable)</td>
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Employer Reference Materials
- FCSWS Bi-weekly Pay Schedule
- FCSWS Workday Hours Approval Instructions

Student Reference Materials
- FCSWS Bi-weekly Pay Schedule
- FCSWS Workday Submission Instructions

Approval
___ Receive email notification that the position has been approved.

REMINDER: The date of approval is the start date of FCSWS employment. The student cannot begin working or be paid through the program until approval of the position has been received from the Heinz College Office of Financial Aid.

All the documents listed above, as well as additional information about the FCSWS program, are available on our website: http://www.heinz.cmu.edu/financial-aid/student-employment/employers-outside-of-heinz-college/index.aspx.

Office of Admissions and Financial Aid
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Updated 02.13.2015