

## Federal Community Service Work Study Program Application Checklist

**DEADLINES TO SUBMIT REQUIRED FORMS: FALL – NOVEMBER 15<sup>TH</sup>, SPRING – APRIL 15<sup>TH</sup> & SUMMER – JULY 15<sup>TH</sup>.**

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

<b><u>To be completed by the Employer:</u></b>	<b><u>To be completed by the Student:</u></b>
<input type="checkbox"/> Job Description  <input type="checkbox"/> FCSWS Terms and Conditions  <input type="checkbox"/> Current FCSWS Hiring Form  <input type="checkbox"/> Participation Acknowledgement  <input type="checkbox"/> Verification of 501(c)3 status (if applicable)	<input type="checkbox"/> Student Information Form  <input type="checkbox"/> FCSWS Student Acknowledgment Form  <input type="checkbox"/> Act 153 Clearances*, if necessary  <input type="checkbox"/> Submit all FCSWS paperwork (employer and student) to the Heinz College Office of Financial Aid.

**Approval**

Receive email notification that the position has been approved.

**PLEASE NOTE: 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 sent by 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>.

### \* PA Act 153

**All FCSWS students working in Pennsylvania who will be involved in the care, supervision, guidance, control and/or have regular contact with individuals under the age of 18, are required to obtain background clearances prior to their employment start date as a condition of FCSWS employment.**

Any FCSWS students needing the clearances should immediately schedule an appointment with **Ms. Madeleine Cossell** (Act153@andrew.cmu.edu), Background Clearance Coordinator, who will assist in applying for the clearances and will determine if the student is eligible for a waiver.

Additional details on Act 153 can be found on Page 2 of the FCSWS Hiring Form.