

## **FEDERAL COMMUNITY SERVICE WORK STUDY (FCSWS) PROGRAM**

### **GUIDELINES FOR JOBS OUTSIDE OF HEINZ COLLEGE**

The Federal Community Service Work Study (FCSWS) program is a federally subsidized work program which provides eligible students the opportunity to earn money to help cover education-related expenses by working for an eligible public, government, or 501(c)3 non-profit organization whose mission and work benefit the community.

In most cases, the salary is \$15.00 per hour with the federal government providing 70% of the salary and the qualifying employer paying the 30% "*non-federal share*" of the hourly wage. Students must not receive compensation from the employer beyond the non-federal share paid by the employer.

Heinz College assures that employment may be used to support programs for accommodating services to students with disabilities, and informs all eligible students of the opportunity to perform community services. All employment under this federal program must be authorized by Heinz College Office of Financial Aid in advance of accepting employment or hiring students.

### **DETERMINING IF YOUR ORGANIZATION IS ELIGIBLE**

Federal Community Service Work Study (FCSWS) uses Federal Work Study (FWS) funds to pay a portion of the wages of a student who is employed off-campus by certain eligible organizations. If a student is employed by an eligible federal, state, or non-profit agency, the work that the student performs must be in the public interest.

Work in the public interest is considered to be work performed for the national or community welfare rather than work performed to benefit a particular interest or group. Community services are defined as services that are identified by an institution of higher education—through formal or informal consultation with local nonprofit, government, and community-based organizations—as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

Eligible services include:

- Fields such as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement
- Work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions, and activities designated in Section 124(a) of that act
- Support services for students with disabilities (including students with disabilities who are enrolled at the school)
- Activities in which a FWS/FCSWS student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities, and counseling, including career counseling

Work that is not in the public interest includes:

- Work that primarily benefits members of a limited membership organization such as a credit union, fraternal or religious order, or a cooperative
- Work for an elected official who is not responsible for the regular administration of federal, state, or local government
- Work as a political aide for any elected official
- Any position in which a student's political support or party affiliation is taken into account in the hiring decision
- Work that involves any partisan or non-partisan political activity, or is associated with a faction in an election for public or party office
- Lobbying on the federal, state, or local level

## **HEINZ COLLEGE WORK STUDY ADMINISTRATION**

Heinz College is responsible for ensuring that:

- Students working under the FWS/FCSWS program are paid for work performed
- Payment for work performed is properly documented
- Each FCSWS employer's Participation Acknowledgment is properly documented
- Each student's work under the FWS/FCSWS program is properly supervised (this is an employer responsibility as well)

## **FCSWS PROGRAM POLICIES**

Before a student may be employed or paid under the FCSWS program, the organization is required to meet federal regulations as an eligible employer and must have professional direction and staff. The position must qualify as a community service and the employer must enter into a contract (Participation Acknowledgement) with Carnegie Mellon University (CMU). The Associate Director of Student Employment at CMU has sole discretion as to whether a specific employer and/or a specific position meet federal requirements for eligibility under the FCSWS program.

Regardless of the student's employer, the student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of type of work, geographical region, employee proficiency, and any applicable federal, state, or local law. The Participation Acknowledgment sets forth the FCSWS work conditions and terms and also indicates whether the non-federal share of the student's wages will be paid by the organization or the share is eligible to be paid by Heinz College. Under the federal work study program, student's earnings are limited to the amount of the work study award.

### **AWARD LIMITATIONS FOR FCSWS STUDENT EMPLOYEES**

The work study award as determined by the Heinz College Office of Financial Aid represents the student's maximum earnings for all combined federal work study positions in which the student is participating. The student's earnings cannot exceed that amount.

Award amounts may vary and students can only earn up to their specific awarded amount. Full-time, federal-aid-eligible Pittsburgh students are generally offered a work study award of:

- **\$5,000** for the **9-month academic year (fall/spring semesters)** – the student can work approximately 11 hours per week with a limit of 333 hours at \$15.00 per hour.
- **\$6,000** for the **summer term** – the student can work a maximum of 37.5 hours per week, if not enrolled during the summer semester, with a limit of 400 hours at \$15.00 per hour.

**NOTE:** Federal-aid-eligible D.C. students with financial need are offered a work study award up to a maximum amount of **\$14,400 per academic year** (August-May). Federal-aid-eligible D.C. students who have less than \$14,400 in financial need may be awarded a federal work study award of up to the amount of their financial need. D.C. students are eligible for a \$15.00 per hour salary under the FCSWS program.

#### **Federal Work Study must not:**

- Impair existing service contracts
- Displace employees
- Fill jobs that are vacant because the employer's regular employees are on strike
- Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction
- Include employment for the U.S. Department of Education.

Questions? Please contact the Heinz College Office of Admissions at [hnzadmit@andrew.cmu.edu](mailto:hnzadmit@andrew.cmu.edu) or call +1 (412) 268-2164.