Federal Community Service Work Study Program
Prospective Employer Overview

The Federal Community Service Work Study (FCSWS) program is a federally subsidized student work program. It 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.

Students are paid $15 per hour. Typically, 30% of the student’s wages are paid by the hiring organization and the remaining 70% are paid by the federal government. Please contact us if your organization is unable to pay the 30% non-federal share.

Employer and position eligibility are determined by submitting the following:
- A detailed job description
- FCSWS Terms and Conditions
- FCSWS Hiring Form
- FCSWS Participation Acknowledgment (contract)
- IRS 501(c)3 determination letter (if applicable)

Carnegie Mellon University’s (CMU) Heinz College and its Office of Financial Aid will review all documents for eligibility to ensure that Federal guidelines are met. Approval is at the sole discretion of the Heinz College’s Office of Financial Aid. Once approved, the employer and the student are notified via email.

Certain conditions must be adhered to when employing Heinz College students through the FCSWS program:
- The student must have a Federal Work Study award
- The employer must abide by the hourly pay rate and students must not receive compensation from the employer beyond the non-federal share
- The hiring supervisor must submit e-mail approval of the student’s hours to the Heinz College Office of Financial Aid on a bi-weekly basis
- Overtime is not permitted through the program. Please note that any hours worked in excess of 40 per week will be charged 100% to the hiring organization at a rate of time and a half ($22.50)

Students will be paid through CMU’s payroll system and in turn, CMU’s Accounting Office will bill the employer for the non-federal share of wages. Unless otherwise specified, the employer will be billed for 30% of the students’ total gross earnings, once per month. All contracts terminate and all positions end at the end of the employment period and/or when the student has earned their full award.

Feel free to contact me at 412.268.1622 or smarinos@andrew.cmu.edu with any questions about the process or forms.

Sincerely,

Stamatis Marinos
Admissions & Financial Aid Coordinator
Heinz College of Information Systems and Public Policy
Carnegie Mellon University

Office of Admissions and Financial Aid
5000 Forbes Avenue, Hamburg Hall 1101, Pittsburgh, PA 15213  412-268-2164  Updated 02.28.2018