

## COMMUNITY SERVICES ELIGIBLE FOR FEDERAL WORK STUDY (FWS)

**Institutions are required to allocate seven percent (7%) of their federal work-study funds for the community service employment of student workers who receive these funds.** Community services are those services that are identified by an institution of higher education through formal or informal consultation with local nonprofits, government, and community-based organizations, and are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These 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, community improvement, and emergency preparedness and response;
- work in service opportunities or youth corps under AmeriCorps, and service in the agencies, institutions, and activities described later;
- support services for students with disabilities (including students with disabilities who are enrolled at the institution of higher education. This is the only statutory exception to the requirement that community service be open and accessible to the community.); and
- activities in which a FWS student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling

To be considered employed in a community service job for FWS purposes, a FWS student does not have to provide a “direct” service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs.

A university or college is not considered a community for the purposes of the FWS community service requirements. **In order to be considered community service, the job has to be in an area that is open, accessible, and used by the community at large. It is also important to note that FWS are not volunteering their time. Completing these eight hours of paid work in service to the community is part of their job descriptions.**

A school that fails to meet any of these requirements will be required to return FWS federal funds in an amount that represents the difference between the amount a school should have spent for community service and the amount it actually spent. Further, *a school that is not compliant with the FWS community service requirements may be subject to a Limitation, Suspension, and Termination (LST) proceeding, through which the school could be denied future participation in the FWS Program and possibly other FSA programs and/or subject to a substantial fine.*

## **FWS Supervisor Rights and Responsibilities Agreement Form**

Each FWS supervisor is entitled to rights. With those rights come responsibilities to both the student FWS employee and the work-study program.

### **Rights:**

- To expect students to arrive on time, work scheduled hours and perform duties as assigned in a satisfactory manner
- To reopen the position if the current student does not fulfill the requirements of the job

### **Responsibilities:**

- To provide a full written job description for each position requested, including the eight hours of paid community service
- To provide adequate training and supervision of student employees
- To clarify the goals and requirements of community service work-study with student employees
- To inform student employees whom to approach with questions and concerns during their experience
- To check the payroll forms for accuracy and sign them by the designated dates in a timely manner (All community-based service work hours must be recorded with the department code #323307 in the pay period worked)
- To ensure each Federal Work-Study student employee completes 8 hours of community-based work prior to the completion of the student's allocated FWS funds
- To complete a job performance evaluation annually
- **Important: student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position. If these hours are not completed or the allocated FWS funds are exhausted before they are completed, then managers/supervisors risk losing a FWS student employee in the future.**

By signing this form, I acknowledge I have read the rights and responsibilities that are specified in the document above and I agree to abide by them:

Federal Work-Study Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_