Federal Work-Study Guidelines

The following guidance for allowable uses for Federal Work-Study (FWS) funding is provided by the U. S. Department of Education, 2011-2012 Federal Student Aid Handbook; Vol. 6 Managing Campus Based Programs. Thank you for your assistance and cooperation in meeting these requirements.

Non-Allowable Uses of Federal Work-Study

- Sick Leave
- Vacation Pay
- Holiday Pay
- Employer Contribution to:
  - Social Security
  - Worker’s Compensation
  - Retirement
  - Any welfare or insurance program

Allowable Employment: Job Description

- Clearly defines whether the job qualifies under FWS
- It provides information to fully explain the job to a student
- It helps determine the number of hours required to earn the total eligibility
- It establishes a written record of the job duties and responsibilities to avoid any misunderstandings

The Job Description must include:
- The name and address of the employer
- The name of the supervisor
- The purpose of the job
- The duties and responsibilities
- The job qualifications (skills, knowledge and abilities)
- The job’s wage rate or range
- The length of the employment (beginning and ending dates)