

Information for 3rd Party Agency/Organizations – Federal Work-Study (FWS) Program

General Eligibility Requirements

The Federal Government, through Roseman University's Financial Aid Office, provides funding to students at Roseman through the FWS Program. Federal guidelines for this program permit the University to contract with organizations in the local community that are interested in employing Roseman students. Through this program, students gain valuable work and community service experience by employment with an off-campus agency.

FWS employment must not displace employees (including those on strike) or impair existing service contracts. FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. All agencies/organizations must have supervised professional staff to supervise FWS students and must meet all federal, state, and university regulations as outlined in the Roseman Work-Study Handbook, including adherence to billing regulations.

The FWS Program will pay 100 % of the wage in qualified Community Service positions (see Definition of Community Service section) at public and nonprofit agencies. Non-community service positions at public and nonprofit agencies will be required to pay up to 10% of each student's total gross earnings. FWS positions at for-profit organizations will be required to pay 50% of each student's total gross earnings, and the positions must be academically relevant to the maximum extent possible.

If a contract is finalized, a Work-Study Handbook can be downloaded from the Roseman website outlining the procedures for employing and maintaining students.

Process for Participation in the Program

In order to determine if your agency/organization qualifies to participate in the Federal Work-Study (FWS) program, please complete the FWS Job Contact Sheet and submit it via email to financialaid@roseman.edu along with additional information about the position you would like to create.

The Financial Aid Office will review and determine if the position fits within the FWS requirements and contact you to discuss the next steps, which will include the completion of a Memorandum of Understanding (MOU) with the University.

Student Payment

Under no circumstances may a student begin work without completing the Roseman new hire process.

The Financial Aid Office will inform both the student and the supervisor once the student is cleared to begin working. Agencies are solely responsible for compensation for all work performed by any Roseman student prior to completion of all required terms and conditions.

Public and Nonprofit Agency Eligibility

The following regulations have been established by the U.S. Department of Education to govern the use of FWS funds in employing students at public and nonprofit agencies. Off-campus FWS jobs with federal,

state, or local public agencies or private non-profit organizations students must be in the public interest, as defined below.

Definition of Public Interest

Work performed off-campus for a public or nonprofit agency must be in the public interest. The agency is not in the public interest if:

- it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative
- it involves any partisan or non-partisan political activity or is associated with a faction in an election for public or party office
- it is for an elected official unless the official is responsible for the regular administration of federal, state, or local government
- it is work as a political aide for any elected official; a student's political support or party affiliation is taken into account in hiring him or her; or it involves lobbying on the federal, state, or local level

For example, a student may be employed by a private, non-profit, or civic club if the student's work is for the club's community drive to aid handicapped children. If the student's work is confined to the internal interests of the club, such as a campaign for membership, the work would benefit a particular group and would not be in the public interest

Definition of Community Service

Community services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, 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 need. These services include:

- such fields as healthcare, 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 for students (other than the institution's own students) with disabilities
- activities in which a Federal Work-Study student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and/or counseling, including career counseling
- Projects that teach civics in schools, raise awareness of government functions or resources, or increase civic participation including:
 - Training the public about evacuation
 - Emergency response and injury prevention
 - Strategies relating to natural disasters

Job Request Form (Job Description)

You will need to complete a job request form, which includes a brief description of the job that Roseman University work-study student(s) will be performing for your agency. Please note: A separate Job Request is required for each type of job that you will be hiring a work-study student to perform. These job requests will become a part of your agency's contract with Roseman. Off-Campus agencies are not permitted to employ students in jobs that have not been approved by the university. Your approved job request form will be returned to your agency with your completed contract.

Tax Exemption Statement

Non-profit agencies that are not part of the federal, state, or local government are required to provide proof of their non-profit/tax-exempt status from the Internal Revenue Service. **Please attach a copy of this document to your contact sheet.**

Community Service Information

Please describe how this agency provides a service to the local community as described in the Definition of Community Service section above. Attach additional sheets as needed.