



**THE OHIO STATE
UNIVERSITY**

Student Financial Aid

Off-Campus Federal Work-Study Community Service Program

2018-2019 **New** Agency Application

INVESTING IN CENTRAL OHIO

MISSION STATEMENT

Our primary mission is to provide diverse community service opportunities to Federal Work-Study eligible students by partnering with non-profit service agencies to develop positions that improve conditions within the central Ohio community. These positions promote social and economic progress and general public welfare and improve the quality of life for community residents, particularly low-income residents.

Additionally, we hope to provide Federal Work-Study students with experiences that will immerse them in diverse social environments, thereby encouraging compassion and empathy for community residents at all socioeconomic levels and contributing to the betterment of society.



FOUNDATIONS

The Ohio State University aspires to be one of the world's great public research and teaching universities. The University's Strategic Plan provides a road map to reaching this ambitious goal through five core goals. Of these goals, two relate directly the Federal Work-Study Program and community service. The first is Access, Affordability and Excellence, which aims to improve college affordability and reduce indebtedness for low-to-middle income students in need. The second goal is Research and Creative Expression, which emphasizes projects that drive positive societal impacts with the intention of solving social challenges.

Aligning with these goals are the requirements put forth by the United States Department of Education regarding the off-campus Federal Work-Study program. Regulations require that community service positions be designed to "improve the quality of life for community residents, particularly low-income individuals." Regulations go on to state that "work performed must be in the public interest. Work in the public interest is defined as work performed for the welfare of the community, rather than work performed for a particular interest or group."

These requirements stem from the creation of the Federal Work-Study program by the United States Congress as part of The Economic Opportunity Act of 1964. This act was designed to enable students of limited economic means access to post-secondary education. The program was intended to "stimulate and promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of the earnings from such employment to pursue courses of study at such institutions."

VISION

Our goal and vision for this program derives from these foundations. We hope to intentionally align our goals with the larger plan for the university, maintain compliance with federal regulation as mandated by the Department of Education, and support the spirit with which the Federal Work-Study program was created. By doing so, we believe that the university, community, and students of this institution will benefit greatly.



PARTNERSHIP

The Federal Work-Study Program is a federally funded financial aid program administered by The Ohio State University and is designed to assist students in meeting the cost of post-secondary education through work experiences.

To be considered as an employer, your agency must be either a public or private non-profit agency working in the public interest, serving the needs of the local community. Your agency's eligibility will be determined when you return the Application Form and additional required materials. This application process is an annual process through which eligibility will be determined yearly.

If your agency is approved for the 2018-2019 academic year, a site visit will be arranged between April and July of 2018. These visits can last between ½ an hour to one hour. The purpose of the site visit is not only to communicate the details of administering the Federal Work-Study program to participating agencies; it will also be an opportunity for us to ensure that your agency is a safe working environment for Ohio State students.

Agencies ARE NOT eligible to hire students for the 2018-2019 academic year until all necessary paperwork is received and processed, including the contract, after the annual site visit. The 2018-2019 academic year begins with summer term, May 9, 2018.

While we accept and review applications throughout the year, the **priority date for 2018-2019 submission is February 13, 2018**. Applicants who have submitted by the priority date will be notified of their approval status by March 2018, and are in the best position to be ready to hire students when the academic year begins. Please contact Holly Wilson at (614) 247-8364 or wilson.1143@osu.edu with any questions about this application or the program.



Basic Agency Information

Agency Name: _____

Agency Address: _____

Primary Contact: _____ Job Title: _____

Primary Contact Phone #: _____ Primary Contact Fax #: _____

Primary Contact email: _____

Secondary Contact: _____ Job Title: _____

Secondary Contact Phone #: _____ Secondary Contact Fax #: _____

Secondary Contact email: _____

Check the categories that best describe the services of your organization (check all that apply):

<input type="checkbox"/> Aging and the Elderly	<input type="checkbox"/> Animals & the Environment	<input type="checkbox"/> Children & Youth
<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Hunger & Homelessness	<input type="checkbox"/> Social & Economic Welfare
<input type="checkbox"/> Other (please describe) _____		

Status of organization:	Yes	No	Applying
Government agency	_____	_____	
Non-profit	_____	_____	_____
Incorporated	_____	_____	_____
Tax-exempt	_____	_____	_____ (if yes, please attach a copy of your certificate of exemption)

Is your organization a part of a larger organization or are you allied with other non-profit agencies? If so, please give a brief explanation.

Please attach a copy of your agency's mission statement to your application.



Assessment Questions

Please answer the following questions on agency letterhead. Detailed and well thought out answers will be given highest consideration.

1. Please explain your agency's desire to participate in the Off-Campus Federal Work-Study Program administered by The Ohio State University and how your mission aligns with the mission of the Federal Work-Study Program.
2. Using the sample addendum included on page 6 of this packet, assess and critique your agency's ability to meet the administrative requirements of the Federal Work-Study Program. What specific measures are in place to ensure compliance with the Federal Work-Study addendum as outlined in the sample?
3. How do the services provided by your agency improve conditions for the residents of Franklin County, and what impact will having the Federal Work-Study students have on the local community?
4. What steps will your agency take to enhance our students' educational experience and professional development?
5. Please complete the job description form, included on the next page, for at least two positions where you would like to place student employees.
6. Please provide your agency's most recent annual statement or, if not available, provide a copy of your annual budget.

SAMPLE ADDENDUM

The Ohio State University Federal Work-Study Off-Campus Program

This sample is being provided to give new agencies a sense of the administrative responsibilities necessary to participate in this program. More comprehensive information will be shared upon acceptance into the program

1. **Agency Supervisor:** The Agency is responsible for designating a supervisor who will oversee each Federal Work-Study (FWS) student's work and will be able to ensure that all hours turned in for payment on the FWS time sheet are actually worked. The supervisor is responsible for the accuracy of the information on the time sheet. The Agency will inform The Ohio State University Federal Work-Study Office immediately in the event of any change in designated supervisor.
2. **Employment paperwork and payroll inprocessing:** The Agency Supervisor is responsible for ensuring that each student who is hired has completed all employment paperwork and payroll inprocessing before beginning to work. Students cannot be paid without completing this important step. The FWS Office may choose to terminate the Agreement if students are asked by the Agency to work prior to the completion of proper inprocessing.
3. **Submission of time:** The Agency Supervisor will approve each FWS student's time sheet by sending it to ESUE-timesheets@osu.edu electronically by 10am each Monday.

Late timesheets will not be processed until the next pay period and will count as a "Late" toward the three late timesheets allowed to a student. Supervisors must send a justification for late timesheets to ESUE-timesheets@osu.edu.
4. **Timesheet approval:** Timesheet approval must be completed in a timely manner to meet university compliance standards. Timesheets must be submitted for payment each pay period as it is worked. The FWS Office may choose to terminate the Agreement if Agency Supervisors repeatedly miss timesheet approval deadlines, per the Late Timesheet Agreement.
5. **The Referral Form:** The Federal Work-Study Job Program Referral Form is the authorization from the FWS Office to pay the student named on the form for the job described on the form. The Agency is not authorized to hire any student to work for FWS funds without a valid Job Referral Form for the individual student to the appropriate job. Normally, students will print their Job Referral Forms from our online FWS system and will hand them to the Agency representative at the time of their interview.
6. **The Federal Work-Study Program Manual:** A copy of the Federal Work-Study Program Manual will be made available to all Employing Agencies. The Agency agrees to abide by all guidelines for employing and supervising FWS students as set forth in the manual.
7. **Employing authority:** The Agency has the right to hire or not hire any student referred to it by the FWS Office, and additionally, has the right to terminate any FWS student at any time for poor performance, malfeasance, or lack of enough work to keep the student occupied. The FWS Office has the final authority in determining the eligibility of each student to begin or to continue working on the Federal Work-Study Program. The Agency agrees to follow the guidance of the FWS Office in terminating or suspending the employment of a student who becomes ineligible for any reason, and it understands that student eligibility may change without warning.
8. **Back time:** Time must be submitted for payment each pay period as it is worked. The FWS Office will only be responsible for back time from the immediately preceding pay period.



Student Job Description

Agency Name: _____

Job Title: _____

Number of Openings: _____

Hours per Week: _____

Work Schedule: _____

Supervisor Name: _____

Phone Number: _____

Email Address: _____

Job Description:

Desired Qualifications:

Special Application Instructions:



Supporting Documentation

Please be sure to include the following information with your application.

- Application/Information Sheet
- Answers to all questions (1-4)
- Complete job description form
- Annual statement or budget
- Mission statement
- 501c3 form or proof of nonprofit (not just a budget)

All application materials are confidential.

Please make sure that this application is fully completed and received at the Federal Work-Study Office by February 13, 2018. Incomplete applications will delay review. Applications received after the priority date of February 13, 2018 will still be considered, but may not be processed by the time the new academic year begins.

If you are approved, we will contact you about signing a contract and addendum. Please email Holly Wilson at wilson.1143@osu.edu if you have any questions.