



## Student Financial Aid

# Off-Campus Federal Work-Study Community Service Program

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2024-2025 New Agency Application

## INVESTING IN CENTRAL OHIO

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### 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 objective 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. If approved, these eligibility requirements will be revisited with your agency upon annual renewal.

If your agency is approved for the 2024-2025 academic year, a site visit will be arranged between June and July of 2024. These visits typically last 1 – 2 hours. 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 2024-2025 academic year until all necessary paperwork is received and processed, including the contract, and after the site visit has been conducted. The 2024-2025 academic year begins with summer term, May 5, 2024, with peak hiring falling in July and August at the start of the autumn semester.

While we accept and review applications throughout the year, the **priority date for 2024-2025 submission is March 15, 2024**. Applicants who have submitted by the priority date will be notified of their approval status by April 2024, and are in the best position to be ready to hire students when peak hiring occurs in July and August for the autumn semester. Please contact Holly Wilson at (614) 247-8364 or [wilson.1143@osu.edu](mailto: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 email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Job Title: \_\_\_\_\_

Secondary Contact Phone #: \_\_\_\_\_

Secondary Contact email: \_\_\_\_\_

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

- Aging and the Elderly       Animals & the Environment       Children & Youth
- Health & Wellness       Hunger & Homelessness       Social & Economic Welfare
- 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.



**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 sample 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 the program. More comprehensive information will be shared upon acceptance to 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 a copy to [ESUE-timesheets@osu.edu](mailto: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](mailto: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 Job Referral Form:** The Federal Work-Study Job Referral Form is a component of the hiring process. 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. Students download the Job Referral Form from the job post, complete and attach them to their Workday application, that will in turn be supplied to the Agency representative by the Work-Study Office prior to scheduling interviews.
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.
9. **Consequences for infractions:** Departures from the FWS Office requirements detailed in the contract and in this addendum will be treated as infractions and will be subject to the following consequences.  
  
**Please note: in cases of egregious infractions, the Federal Work-Study Office reserves the option of terminating any agency from the FWS program without initial or final warnings.**  
**First infraction:** Initial warning  
**Second infraction:** Final warning  
**Third infraction:** Termination from FWS program
10. **COVID-19 Protocols.** The Agency must continue to follow health protocols as reflected in Centers for Disease Control and Prevention guidance as well as state, local and university requirements.



**Federal Work-Study Off Campus Community Service Job Description Form**

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Please provide a brief description of your agency or mission to include on job posts:

Job Title: \_\_\_\_\_

Number of Openings: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Position Location (check one):    On Site       Remote       Hybrid

Worksite Address (if on site): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Job Description:

Desired skills, qualifications, and experience:

Additional Requirements (Examples: Agency-specific background check, drug screen, vaccines; resume, portfolio; reliable home internet, transportation... ):

Suggested minimum hourly rate: \_\_\_\_\_

The FWS Office is tasked with assigning target hiring ranges to all FWS positions. Your contextual pay rate suggestion will be taken into consideration when the range is assigned. While our office assigns the ranges, you will be choosing the hourly rate upon hire.

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Mail to:  
Federal Work-Study Program  
ATTN: Holly Wilson  
Student Financial Aid  
4<sup>th</sup> Floor  
Student Academic Services Building  
281 West Lane Avenue  
Columbus, Ohio, 43210

Email (preferred): [wilson.1143@osu.edu](mailto:wilson.1143@osu.edu)





**THE OHIO STATE  
UNIVERSITY**

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### 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 March 15, 2024.** Incomplete applications will delay review. Applications received after the priority date of March 15, 2024 will still be considered, but may not be processed by the time autumn semester of the new academic year begins.

**If you are approved, we will contact you about signing an agreement and addendum. Please email Holly Wilson at [wilson.1143@osu.edu](mailto:wilson.1143@osu.edu) if you have any questions.**

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Mail to:  
Federal Work-Study Program  
ATTN: Holly Wilson  
Student Financial Aid  
4<sup>th</sup> Floor  
Student Academic Services Building  
281 West Lane Avenue  
Columbus, Ohio, 43210

Email (preferred): [wilson.1143@osu.edu](mailto:wilson.1143@osu.edu)