The Federal Work-Study Program (FWS) operates on the premise that students can gain both educational and financial benefits from work experience outside the classroom. Eligible students may be placed in off-campus positions with agencies that meet the FWS criterion.

The requirements of an agency participating in FWS are:

- The agency must be a not-for-profit, non-partisan and non-discriminatory public or private organization.
- The agency must have full-time professional staff.
- The agency must be providing a significant public service.
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PURPOSE OF THE FEDERAL WORK STUDY PROGRAM

The Federal Work-Study Program (FWS) operates on the premise that students can gain both educational and financial benefits from work experience outside the classroom. In 1997, a new FWS program was introduced, “The America Reads Challenge.” and in the academic year 2000 another Work-Study program came into being, “The America Counts Program.” All FWS eligible students may be placed in off-campus positions with agencies that meet the FWS criterion.

The requirements of an agency participation in FWS are:

- The agency must be a not-for-profit, non-partisan and non-discriminatory public or private organization.
- The agency must have full-time professional staff.
- The agency must be providing a significant public service.

AMERICA READS PROGRAM

The additional requirement of an agency participating in the FWS America Reads Program is:

- The agency must have a literacy-tutoring program with the purpose of helping children to read who are in pre-k through 6 grades. In addition, families of the children who are in the literacy program may also receive help from this program.

AMERICA COUNTS PROGRAM

The additional requirement of an agency participating in the FWS America Counts Program is:

- The agency must have a math-tutoring program with the purpose of helping children (and families of those children) who are in elementary school through the ninth grade.
AGENCY RESPONSIBILITIES

PHILOSOPHIC RESPONSIBILITIES

The agency is responsible for training and supervising the employee's activities and ensures that the work is performed satisfactorily. A second area of responsibility, which flows from the first, is to help the individual gain an educational experience from his/her employment that will be useful when they enter the job market. Many students take a FWS job directly related to career goals, for example, accounting, programming, tutoring, etc. The guidance given to the student by an experienced professional is invaluable. Even if a particular position does not relate directly to the student's course of study, he/she will still benefit from the work experience. For some students, especially freshmen, a FWS position may be their first structured employment. It is important for such a person to learn how an employee should carry out his/her duties and to learn how their job enables the organization to fulfill its objectives.

FISCAL RESPONSIBILITIES

The agency has three main fiscal responsibilities:

- To reimburse the City University of New York (CUNY) for an amount equal to forty percent (40%) of the student's gross wages (or other applicable costs such as F.I.C.A.) within ten days after receiving an invoice from the University Accounting Office.

- To reimburse CUNY for the entire employer's share of FICA, which is currently 7.65% (6.2% for Social Security and 1.45% for Medicare).

- To provide Worker's Compensation Insurance coverage for all students who work for the agency under the CUNY FWS Agreement. The company takes care of this directly with its Worker's Compensation Insurance Carrier.
* If the agency is participating in the America Reads or America Counts program, the student’s gross wage portion of the reimbursement is waived.

**LIABILITY UNDER UNEMPLOYMENT INSURANCE LAW**

Historically, a few students have applied for unemployment insurance (U.I.) benefits. A student who does apply for such benefits must meet the same criteria as other applicants. For example, the number of weeks worked within a year, average earning per week, and the availability for work. Given the number of hours the student works and including the fact that unemployment insurance benefits are considered a resource when calculating eligibility for financial aid, it is unlikely that many students will ever qualify or apply for U.I. benefits. However, the determination of eligibility is made by the State of New York. We have no reason to believe that the Department of Labor would consider the status of the Federal Work-Study employee to be different than that of other workers.

**ANY U.I. PAYMENTS, WHICH DO OCCUR, ARE THE SOLE RESPONSIBILITY OF THE PARTICIPATING AGENCY.**

We are not aware of any unemployment insurance payments made to FWS students in the past few years.

**AGENCY RECORD KEEPING**

The agency should keep a copy of the student's job referral form and a copy of each invoice received from CUNY. It must keep copies of the student's time sheets for a period of five years.

An Agency is not responsible for reporting the student's withholding taxes (Income and FICA) to the federal government. CUNY does this reporting and also furnishes the student with his/her W-2 Form.
CITIZENSHIP VERIFICATION

The agency is responsible for the collection of the required Immigration and Naturalization Service I-9 form (along with the accompanying documentation) for all FWS students who are employed.

STUDENTS IN THE CUNY FWS PROGRAM

Financial need is the sole criterion used to establish a student's eligibility. FWS is part of an overall financial aid package and is made available to students on the basis of helping first those students who are most needy. It is possible that a student will have financial need but not receive financial aid because there are other students who are in greater need.

REFERRAL PROCESS

The job description(s) that a participating agency supplies to the Office of Student Financial Assistance, 205 East 42\textsuperscript{nd} Street New York, New York 10017 CUNY College’s Financial Aid Office. The student goes to his/her FWS placement counselor where he/she is given the opportunity to select an appropriate job from among the agency job description forms on file. The student or his/her counselor will then contact the agency to arrange an interview. If both the FWS student and the agency are amenable, the student may work at the agency until he/she has earned his/her total FWS award. We prefer that the agency inform the student at the time of the interview if he/she will not be hired. As a courtesy, do not make a student wait more than forty-eight (48) hours before giving him/her your definite answer otherwise the student will experience a delay in finding other employment. The employer (agency) indicates on the job referral form whether has or has not been hired.

Our only method of knowing if a position is still open is if the agency contacts Mrs. Trudy Hilton at the Office of Student Financial Assistance (646-664-3530) directly. A mailing will then be sent to all the CUNY FWS Campus Coordinators listing the number of positions available, the name of the person to contact and the telephone number.
STUDENT'S FWS AWARD

The FWS award indicated on the referral form is the maximum amount of money a FWS student may earn under the Program in an award year or part thereof. CUNY prefers that the student earn ½ of his/her award each semester. The amount of the award varies from student to student. Each student's award is indicated on his/her job referral form. A student will not be compensated under FWS by CUNY for an amount in excess of his/her award. Payment of earnings in excess of the student's FWS award is the sole responsibility of the agency. Agencies should be aware that the ability of the student to earn his/her full FWS award is dependent on CUNY not exhausting its federal FWS dollars.

HOURS FWS STUDENTS MAY WORK

A CUNY FWS student generally works part-time (maximum twenty [20] hours per week) while attending classes during the semester within the academic year. During the summer, a student generally may work full-time up to forty (40) hours per week. In many cases a student may also work more than part-time during certain other periods, namely the winter inter-session period and the spring break. The Office of Student Financial Assistance will provide each agency with a list by college, stating the maximum hours students may work during these vacation periods. The number of hours may vary from college to college. It is generally a good idea for the employer and the student (employee) to discuss work hours during vacation periods a week or two in advance so that a mutually satisfactory schedule can be arranged.

FWS students may not work during scheduled class hours. A Student Class Schedule Form will be given to the FWS student each term by the FWS coordinator after the student is placed with the agency. This form must be signed by the student's supervisor. A copy is returned to the FWS coordinator; the student keeps a copy and the supervisor receives a copy.
ESTABLISHMENT OF PAY RATE

Student wages are determined by the Coordinator of Student Employment at the Office of Student Financial Assistance using CUNY-wide standard pay scale. The basis for determining a student’s wage is the nature of the position (experience required and degree of responsibility). The job description submitted by the agency is the key source of information to determine the wage rate. The FWS wage is $13.00 for both America Reads/Counts tutors and Agency.

NUMBER OF FWS STUDENTS A COMPANY MAY EMPLOY

An agency may request as many FWS workers as it can productively employ, (pay for) and supervise. However, since FWS students have the opportunity to choose among many FWS positions, it is impossible for us the guarantee the referral of any specific number of students to any given agency.

TERMINATION/DISCONTINUATION OF FWS STUDENT EMPLOYMENT

The relationship between the FWS student and the participating agency is essentially that between an employee and his/her employer. When a student wishes to discontinue his/her employment, of course, he/she may do so. We hope that a student employee would notify his/her employer in advance of terminating employment. Similarly the employer may dismiss a FWS employee. We hope that if the student has not performed well, his/her deficiencies will be called to the student-employee's attention and that he/she will be given an opportunity to improve his/her work. There is a section on the student’s time sheet where the employer must remark on the student’s work performance. If the student must be dismissed, the employer is asked to notify the student's FWS Coordinator.
PAYMENT AND BILLING

FWS STUDENT PAYMENT PROCESS
If you need help understanding the invoice, please contact
Judith Moreno at Judith.moreno@cuny.edu

The principle involved in paying a student under work-study is an hour’s pay for an hour’s work. **Students do not get paid for days they are ill, hours of work missed because of lateness, for long breaks such as lunch hours, or for time worked when they have scheduled classes.**

Student time sheets are submitted second or third week (per a schedule established by the student's college). A student's check is generally distributed by CUNY at about the same time the agency receives the invoice. **Please note: The school pays the student. The agency will be billed for its share of the student's wages.**

**For the first time sheet** - After a student is accepted by your agency, and returns the signed job referral form to his/her FWS Coordinator, the student will be provided with a time sheet, which is to be given to the agency FWS supervisor.
After the first time sheet - The FWS Coordinator will mail the agency supervisor a supply of blank time sheets. If the FWS student's supervisor runs out of blank time sheets, he/she should call the FWS Coordinator at the student's college for additional forms.

At the end of the work cycle, per the CUNY payroll calendar, the supervisor and the student both review the reported hours work and job evaluation and sign the time sheet. The FWS supervisor then mails the time sheet back to the college's FWS Coordinator. Please make sure to mail the time sheet promptly (within 3 days of the cycle) to avoid any delay in payment to the student.

Be aware that it can be seven weeks from the first day the student works until he/she receives his/her first check.

AGENCY’S INVOICE

The invoice is sent electronically via email. Thus, we request that you keep us updated of any changes to your email contact.

Please Remember:

1. If the agency has more than one location, and has requested a breakdown on the invoice by location, we will be glad to accommodate. However, the responsibility for payment of the entire invoice lies with the organization who signed the Federal Work-Study Agreement.

2. **Always** attach your check to a copy of the invoice when making payments. This is extremely important to us in terms of prompt and precise accounting.

RESOLUTION OF ERRORS

The agency circles the item it believes to be incorrect and briefly notes what seems to be wrong. The University Accounting Office will investigate the matter and correct the account if warranted.
If the agency does not notify the University Accounting Office within one week of receipt of invoice of any discrepancies between the invoice it receives and the agency’s own records, the agency is deemed to have accepted the invoice as correct.

The agency is not expected to pay the disputed amount pending clarification of the matter. However, it must pay the balance of the invoice within the usual ten days. After thirty days, if the Accounting Office has not notified the company of the resolution of the discrepancies, please contact Mrs. Trudy Hilton at the Office of Student Financial Assistance at (646) 664-3530.

**Failure to Make Payment**

Agencies in arrears will jeopardize future participation the Work-Study Program. CUNY reserves the right to institute a late fee for any invoice over ninety days past due and may at its option disclose to credit bureau organizations those agencies which are in arrears. In addition, past due accounts may be referred to collection agencies.
# Listing of All CUNY Federal Work Study Campuses and Coordinators

**2017-2018 Academic Year**

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<tr>
<th>Name</th>
<th>Campus</th>
<th>Address</th>
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<tr>
<td>Gomes, Amelia</td>
<td>LaGuardia CC - CUNY</td>
<td>31-10 Thomson Avenue, Rm. C107, LIC, NY 11101</td>
<td><a href="mailto:agomes@lagcc.cuny.edu">agomes@lagcc.cuny.edu</a></td>
</tr>
<tr>
<td>Ball, Indira</td>
<td>CCNY - CUNY</td>
<td>160 Convent Avenue, Admin.Bldg. #104, New York, NY 10031</td>
<td><a href="mailto:iball@ccny.cuny.edu">iball@ccny.cuny.edu</a></td>
</tr>
<tr>
<td>Brogna, Donna</td>
<td>CSI - CUNY</td>
<td>2800 Victory Blvd., Bldg. 2A -401, New York, NY 10314</td>
<td><a href="mailto:brogna@mail.csi.cuny.edu">brogna@mail.csi.cuny.edu</a></td>
</tr>
<tr>
<td>Calderon, Jr., Amado</td>
<td>Medgar Evers College - CUNY</td>
<td>1637 Bedford Avenue, S110, Brooklyn, NY 11225</td>
<td><a href="mailto:amado@mec.cuny.edu">amado@mec.cuny.edu</a></td>
</tr>
<tr>
<td>Camacho, Ivelisse</td>
<td>Lehman College CUNY - Shuster Hall</td>
<td>250 Bedford Park Blvd. West, Rm. 136, Bronx, NY 10468</td>
<td><a href="mailto:ivelisse.camacho@lehman.cuny.edu">ivelisse.camacho@lehman.cuny.edu</a></td>
</tr>
<tr>
<td>Sangster, Melissa</td>
<td>Queens College - CUNY</td>
<td>65-30 Kissena Blvd./Jefferson Hall #202, Flushing, NY 11367</td>
<td><a href="mailto:melissa.sangsterl@qc.cuny.edu">melissa.sangsterl@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Dennis, Daffodil</td>
<td>Hunter College - CUNY</td>
<td>695 Park Avenue, Rm. 241N, New York, NY 10065</td>
<td><a href="mailto:daffodil.dennis@hunter.cuny.edu">daffodil.dennis@hunter.cuny.edu</a></td>
</tr>
<tr>
<td>Gonzalez, Marie</td>
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<td><a href="mailto:marie.gonzalez@lehman.cuny.edu">marie.gonzalez@lehman.cuny.edu</a></td>
</tr>
<tr>
<td>Grant, Millicent</td>
<td>Brooklyn College - CUNY</td>
<td>2900 Bedford Ave.,West Quad Bldg., Brooklyn, NY 11210</td>
<td><a href="mailto:mgrant@brooklyn.cuny.edu">mgrant@brooklyn.cuny.edu</a></td>
</tr>
<tr>
<td>Hilton, Trudy</td>
<td>OSFA - CUNY Central Office</td>
<td>1114 Avenue of the Americas, 15 Floor, New York, NY 10036</td>
<td><a href="mailto:trudy.hilton@mail.cuny.edu">trudy.hilton@mail.cuny.edu</a></td>
</tr>
</tbody>
</table>

**Assistant Director of Financial Aid**

**Marie's Assistant**

**OFSA - Central Office**
Jardine, Melissa
Ph. # 212.220.1438
Fax # 212.220.2368
Borough of Manhattan CC - CUNY
199 Chambers Street, Rm. N365
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Fax # 212.817.1623
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Melissa's Assistant

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rosa.torres@lehman.cuny.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Address</th>
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<tbody>
<tr>
<td>Umana-Walters, Isis</td>
<td>Bernard Baruch College - CUNY</td>
<td>151 East 25 Street, Room 880</td>
<td><a href="mailto:Isis.Umana-Walters@baruch.cuny.edu">Isis.Umana-Walters@baruch.cuny.edu</a></td>
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<td></td>
<td></td>
<td>New York, NY 10010</td>
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<tr>
<td>Valencia, Racquel</td>
<td>The New Community College - CUNY</td>
<td>50 West 40 Street, Room 308</td>
<td><a href="mailto:racquel.valencia@ncc.cuny.edu">racquel.valencia@ncc.cuny.edu</a></td>
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<tr>
<td>Villalona, Rafael</td>
<td>The Graduate Center - CUNY</td>
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<td><a href="mailto:rvillalona@gc.cuny.edu">rvillalona@gc.cuny.edu</a></td>
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**FWS Coordinator**

- The New Community College - CUNY
- The Graduate Center - CUNY