The Federal Work-Study Program is a federally funded self-help program designed to help needy eligible students pay for their college education. Students receiving a Work-Study award are given the opportunity to work in public or private non-profit agencies.

Requirements for non-profit agency participation in Federal Work-Study Programs:

The Agency must:

- Be a not-for-profit, non-partisan and non-discriminatory public or private organization;
- Have full time professional staff; and
- Provide a significant public service.

Philosophical Responsibilities:

The agency is responsible for:

- Training and supervising the student’s activities and ensuring that the work is performed satisfactorily
- Helping students gain some educational experience from his/her employment

Fiscal Responsibilities:

The agency has three main fiscal responsibilities:

- To reimburse the City University for an amount equal to forty percent (40%) of the student’s wages*
- To reimburse the University for the entire employer’s share FICA (currently 7.65%)
- To provide Workers’ Compensation Insurance coverage for all students who work for the agency under the CUNY Federal Work-Study agreement. The agency takes care of this directly with its Workers’ Compensation Insurance Carrier.

Agency Record Keeping:

- The agency should keep a copy of the student’s copy job referral and a copy of each invoice received from the University. It must keep copies of the student’s time sheet for a period of three years.
- The agency is not responsible for reporting the student’s withholding taxes (income and FICA) to the government. The University does this reporting and also furnishes the student with his/her W-2 Form.

*If agency has and qualifies for a literacy and/or math program, the 40% matching may be waived.
Hours Federal Work-Study Students May Work

- A CUNY Federal Work-Study student generally works part-time (up to 20 hours per week) while attending classes. During the summer vacation, winter vacation, intersession period and the spring vacation, students may work full-time up to 40 hours per week. The number of hours may vary from college to college. (Each campus will notify agencies of its spring calendar).
- Federal Work-Study students may not work during scheduled class hours. A student class schedule form will be given to each Federal Work-Study student when placed with an agency. The form is to be signed and returned to the college by the student’s supervisor.

Establishment of Pay rate

The student wages are determined by the Coordinator of Student Employment at the University Office of Student Financial Assistance. Wages are $13.00 per hour.

To affiliate with the Federal Work Study Program, the agency must:

1. submit **two (2)** signed and notarized City University Agreement Contracts.
2. complete the Agency Program Form
3. provide proof of tax exempt status
4. submit Job Description Form(s)