

**OPERATING PROCEDURE**

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<b>Procedure Number/Name:</b>	030.032.001 – Financial Aid Federal Work Study Program
<b>Associated Rule Number/Name:</b>	030.032.000 – Financial Aid Federal Work Study Program
<b>Responsible Department:</b>	Financial Aid Office

**Overview**

The purpose of the Federal Work Study program at Columbia Gorge Community College is to provide part-time employment to students who need the earnings to meet their educational expenses. The program is intended to provide jobs that enhance students' educational or career goals whenever possible.

**Areas of Responsibility**

The Financial Aid Department oversees the Federal Work Study program. The Financial Aid Specialist II is responsible for the twice yearly Orientations, filling out the hiring paperwork with the students, collecting timecards for department signature each month, updating the Tracking spreadsheet on a monthly basis and working with the department supervisors for student job placement. The Director of Financial Aid is responsible for the overall program, reconciliation of the work study general fund on a monthly and yearly basis, contracting with off-campus employers and interpretation of the federal regulations.

**Operating Procedure Details**

Financial aid students who marked the work study option on their Free Application for Federal Student Aid (FAFSA) application, who meet the federal definition of “need” and meet the college priority requirements of at least half-time enrollment or more and have a zero Expected Family Contribution (EFC) may be eligible to receive a Federal Work Study position with CGCC.

The Federal Work Study (FWS) Program does not require that priority be given to students who have exceptional financial need. CGCC will make FWS jobs reasonably available, to the extent of available funds, to all eligible students enrolled at least half-time during the terms of work study employment. CGCC will insure that a reasonable portion of FWS funds be available to part-time and independent students.

Students are only awarded FWS funds if, in combination with other resources, the award does not exceed the student's need. Students may not earn work-study funds in excess of their FWS award.

The gross amount of the award is based on the total number of hours to be worked multiplied by the anticipated wage rate. Actual hours worked per week depends on the total amount of a student's award per term, the level of pay and the number of weeks in the term.

It is the responsibility of the work study student, with the supervisor's assistance, to determine individual hours available to work each term. If a student does not earn all the funds awarded for a term, the funds do not carry forward into the next term. No overtime is allowed at any time.

### **Work during Periods of Non-Attendance**

According to State of Oregon regulations, a student may not be employed under FWS during a period of nonattendance, such as between terms or an unattended term. This regulation is more restrictive than Federal law and must be followed, see Oregon Master SSA Agreement.

### **Assigning FWS Jobs**

In assigning a FWS job, CGCC will consider the student's financial need, the number of hours per week the student can work, the period of employment, the anticipated wage rate and the amount of other assistance available to the student. The maximum award is \$3,000 per year (\$1,000/term) and the minimum of \$900 per year (\$300/term).

### **Community Service Jobs**

Schools must use at least 7% of its FWS allocation to employ students in community service jobs. Columbia Gorge Community College applied for waiver of this requirement through the application and approval of the ~~five-year~~five-year Federal Title III Grant, beginning 2010.

### **FWS Fund Transfers**

CGCC may spend up to 10% of its current year's FWS or FSEOG allocation (initial and supplemental) in the following award year (carry forward). Before CGCC can spend its current year's allocation, it must spend any funds carried forward from the previous year.

CGCC is also permitted to spend up to 10% of its current year's FWS or FSEOG allocation (initial and supplemental) for expenses incurred in the previous award year (carry back). CGCC must match FWS or FSEOG funds carried forward or carried back in the award year

that they are spent. CGCC's future FWS or FSEOG program allocation is not affected by carrying forward or carrying back funds between award years.

CGCC may "carry back" FWS funds for summer employment; that is, CGCC may use any portion of the college's initial and supplemental FWS allocations for the current award year to pay student wages earned on or after May 1 of the previous award year but prior to the beginning of the current award year (July 1). The summer carry back authority is in addition to the authority to carry back 10% of the current year's FWS allocation for use during the previous award year.

Also, CGCC may spend any portion of its current award year's initial and supplemental FSEOG allocations to make FSEOG awards to students for payment periods that begin on or after May 1<sup>st</sup> of the prior award year but end prior to the start of the current award year (carry back for summer). This carry back authority for summer FSEOG awards is in addition to the authority to carry back 10% of the current award year's FSEOG allocation for use during the previous award year.

On the FISAP, CGCC must report FWS or FSEOG funds that the college carries back and carries forward. The official allocation letter for a specific award period is the college's authority to exercise these options. CGCC may not carry forward or carry back FWS funds to any award year in which there is no specific FWS allocation and the same requirement holds for FSEOG funds.

### **Further Information**

Financial Aid Office, 400 East Scenic Drive, The Dalles OR 97058

P – (541) 506-6021, F – (877) 368-6370

Email: [financialaid@cgcc.cc.or.us](mailto:financialaid@cgcc.cc.or.us)

Website: <http://cgcc.us/financial-aid>

### **References**

1. CGCC Administrative Rule 030.032.000 – Financial Aid Federal Work Study Program
2. Oregon Master SSA Agreement, <http://www.ssa.gov/slge/faqs.htm#a0=-1>

### **Forms**

None.

