

**Q: What is Federal Work-Study?**

A: Federal Work-Study is a federally subsidized work program, which provides on-campus and off-campus employment opportunities to eligible undergraduate and graduate students with financial need. The FWS program provides part-time employment to students attending CSUF who need the funding to help meet their costs of postsecondary education. Through the Work-Study Program, students engage in work for the University and non-profit agencies (as defined by the Internal Revenue Service).

Students employed through the Work-Study Program provide essential services to the University and to the community that enable them to gain valuable work experience. The program encourages community service work and work related to the recipient's course of study, as well as the development of professional skills. In many instances you, the employer, will serve as a student's first professional contact with the working world. You will help the student gain valuable office skills and introduce them to a professional working environment, which will be useful in their future employment endeavors.

**Q: Why must my organization complete a new contract each year?**

A: Contracts are completed yearly per Federal guidelines. The contract renewal process is a good time for your organization to review the past year, provide any updated information and establishes the new earning cap for the upcoming academic year.

**Q: How does the funding work?**

A: The FWS program is funded by the Federal Department of Education and pays 75% of the student's earnings, this is called the Federal Share. The employer is only responsible to pay 25% of the earnings. Whereas with the student assistant program or traditional employment, the employer is responsible to pay 100% of the student's earnings. There are some positions that are eligible for increased Federal Shares if their position meets any of the Community Service criteria. Awarded Students receive annual awards that are up to \$4500 for a first time FWS recipient and \$5000 for a continuing FWS student. These awards are to be earned throughout the academic year.

**Q: What are Federal Work Study Community Service Jobs**

A: Community Service jobs are with non-profit agencies in the community that are designed to improve the quality of life for the community. Examples are helping low-income individuals, literacy training, tutoring, social services, neighborhood improvement, public safety, and assisting "at-risk" youth. Your organization may meet the federal requirements detailed below:

1. The position must involve support services to students or others with disabilities.
2. Services must be designed to improve the quality of life for community residents, particularly low-income individuals.
3. The actual work performed by the student must involve serving as mentor for such purposes as tutoring; supporting educational and recreational activities; or counseling, including career counseling.

**Q: What is the benefit of participating in the Federal Work Study Program at Cal State Fullerton?**

A: Promote your community service program with qualified CSUF students and the campus community. Receive Federal funding to employee up to 3 students. Federal Shares are provided at three levels and are set based on the student's position description and the language agreed upon in the contract:

1. Standard FWS Federal Share is 75/25 (employer pays 25%)
2. Approved Community Service Federal Share is 90% (employer pays 10%)
3. Qualified Tutor Positions may have a Federal Share of 100%

Please note: Additional FAQs for FWS Employers are also available.