CAPE COD COMMUNITY COLLEGE
FEDERAL WORK STUDY

1. As with loans, CCCC will not initially package Federal Work Study. Students do receive information about the program with their award letter.

2. When students inquire about work study, the staff will first determine if the student has unmet need. If so, they will give the student a work study packet that includes a list of employers, the work study handbook, I-9 and W-4 forms, the drug & alcohol policy, a time sheet, and an employment authorization form.

3. When a student finds a position, he or she will bring back the paperwork to Financial Aid. FAO staff will verify that all documents are completed, copy the documents for the I-9, and verify the amount the student may earn. Once all documentation is complete, the Assistant Director will sign off on the employment authorization form, take a copy to payroll, and the student may begin receiving FWS funds.

4. Most students receive authorization for $1200 per semester, or about 10-12 hours per week at $8 per hour. A few work more, many work less. During the breaks, some work up to 35 hours per week.

5. The Associate Director works with supervisors to keep them informed of their responsibilities – to supervise the students, to verify hours listed before signing time sheets, etc.

6. Community service jobs are available on and off campus. At least 7% of the College’s work study wages must be used in community service. At least one student must be working in America Reads. The College’s Vista Americorp volunteer tries to locate non-profit employers off campus and students to fill the positions. There is an America Reads After-School Reading program at Hyannis East Elementary School. These students receive $10 per hour. On-campus community service jobs are in the Arts Center and Library. The Arts Center events are always open to the public and well attended by the local community. The library is also available for public use, and certain areas are frequently used by the outside community.

7. Most years, the Financial Aid Director has authorized a portion (up to 25%) of the work study allocation be transferred to SEOG. Also, there is often a carry-forward (up to 10%) into the next year. These adjustments must be recorded on the FISAP.