PA State Work-Study Program
2021-22 Program Guidelines
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Introduction

The PA State Work-Study Program (SWSP), which is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA), is made possible through General Assembly funding and with the cooperation of Pennsylvania postsecondary institutions and employers. The purpose of SWSP is to provide students with an opportunity to gain career-related work experience and, at the same time, earn funds to assist them in meeting costs for postsecondary education.

The 2021-22 Program Guidelines provide participating schools and employers with the requirements for participation and administration of SWSP funds for the 2021-22 Academic Year and 2022 Summer Term. PHEAA will publish updates to this document if additional changes become necessary.

I. Employer Participation

To participate in SWSP during the 2021-22 Program Year, the employer must meet the following criteria:

A. Employer Eligibility

- Be a federal, state, or local government agency; public school district; private nonprofit organization; public nonprofit organization; for-profit organization; or postsecondary institution located in Pennsylvania

B. Employer Approval for Participation

Employers who wish to receive PHEAA approval to participate in SWSP must submit the documents outlined below.

i. Employer Application & Renewal

a. New Employers

Employers who did not participate in the 2020-21 Academic Year must complete and submit the PHEAA State Work-Study Employer Application (available online at PHEAA.org/employer) by the term deadline.

b. Renewal Employers

For employers previously approved for the 2020-21 Academic Year, renewal forms generate to the employer’s PageCenter mailbox (WORKSTDY application, Pageset MFJGR20) in the spring preceding the award year (e.g., March 2021 for the 2021-22 Award Year).

Employers who wish to participate in the 2021 Summer Term or both the 2021 Summer Term and 2021-22 Academic Year only need to submit one renewal form by the summer term deadline. Employers applying for the 2021-22 Academic Year must complete the renewal by the specified term deadline. Employers participating in the 2021 Summer Term must follow the 2020-21 SWSP Program Guidelines.
c. Deadlines

The employer must submit the application or renewal form by the following deadline dates in order to participate in the corresponding SWSP term:

- Academic year or fall term only: November 1
- Spring term only: December 9
- Summer term: June 30

ii. PA State Work-Study Program Employer Agreement

Non-postsecondary institution employers must complete a one-time PA State Work-Study Program (SWSP) Employer Agreement. Upon processing of the employer’s first SWSP student application, PHEAA will provide the employer with this agreement to complete. PHEAA will retain this agreement in its permanent files and will not require the employer to execute a new agreement except in rare cases, such as a change in Employer Identification Number (EIN). Employers are also required to notify PHEAA in writing if there is a change regarding status as a nonprofit/for-profit organization or status as a public/private organization. All changes may be sent to swsp@pheaa.org.

Postsecondary institutions participating as a SWSP employer do not need to complete the employer agreement, as they are covered by the Master Program Participation Agreement (MPPA).

iii. ACH Authorization Agreement

All SWSP funds are disbursed to a participating organization via electronic funds transfer (EFT), which requires the organization to have an approved PHEAA Automated Clearing House (ACH) Authorization Agreement on file.

Employers must complete and submit ACH forms in order to allow for disbursement of SWSP funds. In other words, an employer cannot receive funds until PHEAA has received and processed that employer's ACH form.

Employers must re-enroll in ACH when any of the following occur:

- The organization changes banks
- The payee or its bank changes the account number
- The depositor account is closed
- The bank closes – either voluntarily or involuntarily

The PHEAA ACH Authorization Agreement can be requested by contacting PHEAA Financial Management at 717-720-2168 or via email at fmeftadmin@pheaa.org.

iv. Business Partner Access Management System

Business Partner Access Management System (BPAMS) is the web interface designed to manage requests for access to PHEAA systems. With this application business partners—as well as their users, requesters, and their Authoritative Sources—can submit requests for access to PHEAA systems.

All employers must have a signed and executed Remote Access Agreement (RAA) and Authoritative Source (AS) Form on file and are required to maintain access requests for their users. Questions regarding the RAA can be directed to SGSP_BPAMS_Processing@pheaa.org.

Once processed, the RAA and AS grant the employer access to PHEAA systems and the school portal, Alec, which includes:
• **PageCenter** – PageCenter is a secure report repository. Each employer will have its own mailbox within PageCenter, through which all reports and listings will be delivered.

• **Document Library** – Document Library is an online repository, storing and organizing documents such as program guidelines, student applications, and memos.

• **My File Gateway** – My File Gateway (MFG) is an easy-to-use process requiring no advanced technical skill or knowledge and offering a secure web portal for employers to send and receive data.

• **OC/WebConnect** - OC/WebConnect is an interface used to access the PHEAA mainframe via the Web.

For information on how to access and use these PHEAA systems, please visit [PHEAA.org/training](http://PHEAA.org/training). Specific documents can be found by clicking “State Grant and Special Program Resources” then “SGSP General Resource” or “State Work-Study Resources.”

### C. Employer Expectations

Employers participating in the SWSP are required to adhere to all expectations outlined below:

- Ensure that employment or work conditions comply with all federal, state, and local laws
- Have established payroll procedures
- Add the approved SWSP student to the payroll
- Pay 100 percent of the student's earnings for hours worked minus federal, state, and local taxes, as well as all required associated payroll costs, including Workers' Compensation
- Ensure the student is compensated in full if the hours worked exceed the student's approved maximum weekly hours for this program
- Ensure that the placement of a SWSP student does not displace regular employees (including those laid off or on strike) or interfere with existing contracts
- Ensure no student is denied work or subjected to different treatment on the grounds of race, color, religion, creed, ancestry, age (40 or over), gender, national origin, disability, genetic information, use of a guide or support animal because of blindness, deafness or physical handicap of the user, because the user is a handler or trainer of support or guide animals, or any other factor protected by law
- Ensure the SWSP student has a job that is in the public interest and not limited to the internal interests of the organization
  - Work is in the public interest if the work performed contributes to the general welfare of the community, rather than work performed for a particular interest or group. Work is not in the public interest if it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative.
  - SWSP jobs may not involve construction or maintenance of any part of a building used for religious worship or sectarian instruction.
  - SWSP jobs may not include any political activity. Projects, assignments, activities, etc., involving lobbying are prohibited and cannot be assigned to SWSP students. Businesses involved in lobbying may not be approved.

For example, an organization such as a private nonprofit civic club may employ a student if the student's work is for the club's community drive benefiting the homeless. If the student's work is limited to the internal interests of the club, such as a campaign for membership, the work benefits a particular group and is not in the public interest.
II. Student Eligibility

To participate in SWSP, the student must meet the following criteria:

- Submit a SWSP student application by the appropriate deadline date (see Section IV Student Application/Placement Process)
- Be a Pennsylvania resident
- Be enrolled on at least a half-time basis (six semester credits or the equivalent) as an undergraduate or graduate student at a PA State Grant-approved institution of higher education, in a program of study at least 2 years in length
- Undergraduate students must also meet PA State Grant eligibility
- Graduate students must have unmet need as confirmed by their attending institution
- Half-time enrollment requirement must be met during the academic year
- Summer applicant eligibility will be based on enrollment during the academic year either preceding or following the applicable summer term
- Be able to benefit from a career-related work experience
- Not be in default or pending default on an education loan or owe a PA State Grant refund

PHEAA is responsible for confirming the student meets all initial SWSP eligibility requirements at the time we process the SWSP student application (see “III. Student Hiring Process” on Page 6) with the exception of graduate students. PHEAA requires written verification of graduate students’ unmet need from their postsecondary institution. Graduate students who have applied will appear on the institution’s SWSP Graduate Student Listing (Pageset MFJIL10) that is generated to the institution’s PageCenter mailbox.

If a student is eligible for SWSP at the time of application, the student will retain eligibility through the end employment date listed on that student’s application. However, students who are no longer enrolled in postsecondary education are not eligible for continued SWSP participation, and their eligibility will cease upon the date enrollment ends. Employers are required to discontinue reporting of a student’s hours for reimbursement and notify PHEAA via email upon receiving notification from the student that they are no longer enrolled at a postsecondary institution.

III. Student Hiring Process

A. Student Placement & Application

Students who wish to participate in SWSP must first locate an eligible employer. To find an eligible employer, students can:

- Contact their postsecondary institution’s Financial Aid Office to inquire if the school itself is an approved SWSP employer and has available SWSP jobs
- Contact another postsecondary institution’s Financial Aid Office to inquire if the school is an approved SWSP employer and has available SWSP jobs (The student may work at any participating PA postsecondary institution.)
- Search for an approved employer online at PHEAA.org/swsp-jobsearch
- Locate an employer not currently approved for SWSP but that is willing and eligible to participate (Important information for prospective employers and schools is available at PHEAA.org/employer.)

Once the student has located a potential employer, the student must contact the employer to set up an interview. A permanent, non-SWSP employee at the employer is required to interview potential SWSP students.
Upon completion of the interview process, if the employer wishes to hire the student for the academic year through SWSP, then the student and employer must complete the 2021-22 Academic Year SWSP Student Application/Placement Form.

If the student intends to work during the Summer 2022 term, the 2021-22 Summer SWSP Student Application/Placement Form must be submitted. The summer application will be available online at PHEAA.org/workstudy in early March 2022.

The student must complete the STUDENT DATA section (Page 1) and the employer must complete the EMPLOYER DATA section (Page 2). The completed SWSP student application must then be submitted to PHEAA via one of the following two methods:

- All SWSP employers with Matching Funds system access are required to process student SWSP applications via the PHEAA online work-study system.
- A new employer without system access may submit the SWSP Student Application-Placement Form via fax to 717-720-3786, email to swsp@pheaa.org, or mail to PHEAA, PA State Work-Study Program, PA State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157.

Upon entry of the application, PHEAA will process the student's eligibility overnight. If it is determined the student does not meet SWSP eligibility, PHEAA will continue to review the student's eligibility throughout the term. Students may be approved at any point during the term for employment if updates are made to reverse the student's ineligible reason. Students who are approved for SWSP retain eligibility for the length of the term. Some examples include:

- An employer submits an application for Student A in May for employment during the summer term. The application is originally denied because the student is not approved for the PA State Grant Program for the preceding academic year. In June, the student becomes PA State Grant eligible for the following academic year, and now becomes SWSP eligible for the length of the term.
- The same employer submits an application for Student B in September. Student B is approved to work for the length of the academic year term. In October, the student undergoes a PA State Grant review. As a result of the review, the student is no longer eligible for the PA State Grant. Because the student was previously approved for SWSP, the student is able to continue their employment through the remainder of the term.

### B. Employer Responsibilities

The employer must provide a job description for each SWSP position to ensure that the employer is placing the SWSP applicant in a career-related position.

PHEAA may approve a student to work prior to the date we receive the student application or the date the employer enters the application into the online work-study system upon employer request. Employers may request the student's employment begin date be backdated to the start of the term via email to swsp@pheaa.org.

PHEAA will not reimburse wages earned for any student prior to that student's participation approval. The employer can verify a student's approval via the following methods:

- The SWSP Applicant Status Listing (Pageset: MFJIF10) in PageCenter
- A copy of the student's SWSP Placement/Approval document (notification letter)
- The SWSP student application display (MF04 transaction) in the PHEAA online work-study system (for employers with online access)

The student's supervisor must be a non-SWSP employee of the organization and must ensure that all assignments, tasks, and projects are consistent with the student's job description. A family member must not be assigned to supervise a related SWSP student.
The supervisor must ensure each student is advised of the following at the beginning of each term via a brief orientation or correspondence:

- Hourly rate of pay (cannot be less than the prevailing minimum wage)
- Employment start and end dates
- Scheduled work hours (not to exceed 40 hours per week) the student is expected to work
- Job description and associated responsibilities
- Pay dates
- Safety rules

If the employer leaves a SWSP student alone on the premises in charge of company property, or sends the student on assignment, the student must have the ability to contact a regular full-time employee of the organization. The employer must provide the student with procedures and information required to contact the full-time employee.

If the employer terminates the student's employment prior to the expected end date provided on the original SWSP Student Application/Placement Form or entered into the online work-study system, the employer must immediately contact PHEAA to provide a work end date.

C. Program Calendar

i. Application Deadlines

The employer must submit either the online SWSP student application or the completed SWSP Student Application/Placement Form to PHEAA on or before the following application filing deadline dates:

- Academic year or fall term only: November 1
- Spring term only: March 1
- Summer term: June 30

ii. Term Dates

Start and end dates for the 2021-22 SWSP terms are as follows:

- Academic year: August 8, 2021 – May 14, 2022
- Spring term only: December 5, 2021 – May 14, 2022
- Summer term: May 1, 2022 – August 13, 2022

IV. Student Earnings & Award Determination Process

PHEAA calculates a student's SWSP award amount as the maximum amount of student earnings eligible for a percentage match per term at the time of application processing. Applications must be complete in order to determine the student's award amount. The SWSP award amount is determined by the following application data:

- The work start and end dates
- The approved hourly pay rate up to $25.00 per hour
- The maximum number of weekly hours the student may work

The maximum SWSP student earnings eligible for a percentage match for the 2021-22 Academic Year is $5,000 and the 2022 Summer Term is $5,000. This award amount is not the total amount that the employer can receive in reimbursement per student; the amount available for reimbursement is based upon the reimbursement percentages in “Section V. Reimbursement Process” on Page 9.
PHEAA notifies SWSP applicants of their eligibility via mail upon processing of the completed SWSP application. Employers are notified of SWSP applicant eligibility via the SWSP Applicant Status Listing ("Appendix A" on Page 13) that is generated on a weekly basis (provided there are changes from the most recent listing). Employers may access this Applicant Status Listing via their PageCenter mailbox in the WORKSTDY application, Pageset MFJIF10.

The SWSP Applicant Status Listing will contain the following information regarding the applicants:

- Last four digits of the student's Social Security number (SSN)
- Name
- Address and phone number
- Program major
- Job code
- Application status
- Date application received
- Employment start and end dates
- Maximum weekly hours
- Hourly rate
- Total SWSP award
- Expected graduation date
- Enrollment status

Employers should email PHEAA if they believe any information provided on the SWSP Applicant Status Listing is incorrect.

### V. Reimbursement Process

#### A. Reimbursement Percentage Determination

PHEAA will reimburse a SWSP employer a percentage of the student’s SWSP award for each dollar earned up to the award maximum. The reimbursement percentages are as follows:

<table>
<thead>
<tr>
<th>Employer Type</th>
<th>Reimbursement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>For-profit, Public or Private Business</td>
<td>40% of every dollar earned up to the student's award amount</td>
</tr>
<tr>
<td>For-profit, Postsecondary Institutions</td>
<td></td>
</tr>
<tr>
<td>Non-profit, Public or Private Organizations</td>
<td>50% of every dollar earned up to the student's award amount</td>
</tr>
<tr>
<td>Government Agencies</td>
<td></td>
</tr>
<tr>
<td>Non-profit, Postsecondary Institutions</td>
<td></td>
</tr>
<tr>
<td>School Districts</td>
<td></td>
</tr>
</tbody>
</table>

SWSP employers are required to pay students 100 percent of any earnings. The chart below shows what the reimbursement to the employer would be for each scenario. Reimbursement calculations are in the last two columns for nonprofit and for-profit employers.
### Student Earnings vs. Reimbursement

<table>
<thead>
<tr>
<th>Student</th>
<th>Maximum Weekly Hours</th>
<th>Number of Weeks in Employment Term</th>
<th>Pay Rate</th>
<th>State Work-Study Award</th>
<th>Students Actual Earnings</th>
<th>Maximum Nonprofit Reimbursement</th>
<th>Maximum For-profit Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>20</td>
<td>13</td>
<td>$9.00</td>
<td>$2,340</td>
<td>$2,340</td>
<td>$1,170</td>
<td>$936</td>
</tr>
<tr>
<td>Student B</td>
<td>30</td>
<td>14</td>
<td>$7.25</td>
<td>$3,045</td>
<td>$3,045</td>
<td>$1,522</td>
<td>$1,218</td>
</tr>
<tr>
<td>Student C</td>
<td>40</td>
<td>14</td>
<td>$10.00</td>
<td>$5,000</td>
<td>$5,600</td>
<td>$2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Student D</td>
<td>20</td>
<td>14</td>
<td>$30.00</td>
<td>$5,000</td>
<td>$8,400</td>
<td>$2,500</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

PHEAA reserves the right to limit employer reimbursement based on program funding. When necessary, employer allocations and reimbursement limits will be established. PHEAA will notify employers of the amount of their annual allocations (if applicable) prior to the start of the applicable period.

### B. Reporting Hours Worked

The employer must submit weekly hours worked by SWSP students to PHEAA in order to receive reimbursement. Hours will only be accepted when reported after the hours are worked by the student. Hours reported more than 60 days after the workweek end date will be considered late, and a PHEAA match may not be paid.

#### i. Reporting Methods

Employers may report hours worked to PHEAA by using one of the following formats:

- **Hours File Submission** – Employers now have the option of reporting SWSP hours via MFG, PHEAA’s web-based file transfer system. Employers who opt to use this process will receive a weekly Excel file from PHEAA in their MFG mailbox every Monday that contains all students approved for SWSP participation. Employers will then update hours worked by each student and upload this file via their MFG mailbox for processing by PHEAA.
  - Employers interested in submitting hours via MFG must notify SWSP staff via email to request that the organization be set up to receive these weekly files.

- **Online System** – All approved employers for the Matching Funds Employer online access may enter the student’s hours via the Matching Funds Online System accessible via OC/Webconnect.

- **SWSP Time Report** – Employers experiencing technical difficulties while reporting hours may submit their completed time report via fax to 717-720-3786, or via mail to PHEAA, PA State Work-Study Program, PA State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157.

#### ii. Reporting Deadlines

The deadlines to submit 2021-22 SWSP student hours for reimbursement are as follows:

- 2021-22 Academic Year: July 5, 2022
- Summer 2022: October 10, 2022

### C. Disbursement of Funds

PHEAA will schedule disbursements to occur monthly as close to the 15th as possible. When the 15th falls on a Friday, Saturday, Sunday, or holiday, disbursement will occur on the next available business day.

PHEAA will provide the employer with a SWSP Disbursement Roster with each disbursement. Employers must retrieve the disbursement roster from their PageCenter mailbox (WORKSTDY application, Pageset
Employers are required to certify the hours reported, make any necessary changes, and return a copy of the certified roster.

- Employers may return rosters with the certification page or (if there are no changes) the certification page should be returned to PHEAA via email (swsp@pheaa.org), My File Gateway, fax (717-720-3786), or mail (PA State Grant and Special Programs, PO Box 8157, Harrisburg, PA 17105-8157).
- PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available upon request or at PHEAA.org.

Employers must return certified rosters within 30 days of generation. PHEAA will notify employers with a SWSP Disbursement Roster more than 45 days past due. Employers will receive this notification through PageCenter (WORKSTDY application, Pageset MFJH740). PHEAA will withhold all future disbursements until the employer returns the certified roster.

PHEAA also reserves the right to hold disbursement to an employer for failure to comply with regulations set forth in these program guidelines.

### i. Postsecondary Institutions

PHEAA reserves the right to hold disbursement to an institution that is closing or is on a restriction or oversight by the United States Department of Education (ED) for participating in any Title IV program. Disbursements may also be withheld for institutions with suspended or canceled accrediting approval. Any questions regarding holding disbursement should be directed to PHEAA via email at swsp@pheaa.org. PHEAA will exercise this right to determine the eligibility of the institution to receive further funding.

### VI. Appeal Process

To appeal a decision by PHEAA concerning student eligibility or reimbursement, an employer must complete and submit the SWSP Appeal Form, which is available online at PHEAA.org/employer. Instructions on how to complete and submit the appeal are located on the form. Some examples of appeals include:

- Student application submitted after the filing deadline
- Employer application submitted after the filing deadline
- Student hours worked submitted after the 60-day filing deadline

PHEAA will review the SWSP Appeal Form and notify the employer via email of the determination to approve or deny the appeal.

Academic year appeals should be submitted by July 31, 2022; summer term appeals should be submitted by October 31, 2022. Appeals submitted after these dates may not be approved.

### VII. Reconciliation Process

At the end of both the academic year and summer term, a reconciliation roster will be generated for employers who are owed funds from PHEAA or owe PHEAA a SWSP refund. An employer who has not returned a previous roster, is not owed funds, or does not owe funds to PHEAA will not receive a reconciliation roster.

- The SWSP Reconciliation Roster provides the employer with a final opportunity to submit corrections to student work hours or changes to a student’s status. The reconciliation roster must be completed and returned to PHEAA within 30 days of receipt. PHEAA will withhold all future disbursements until the employer returns the certified reconciliation roster and any refund due (if applicable). Rosters may be returned to PHEAA via email (swsp@pheaa.org), My File Gateway, fax (717-720-3786), or mail (PA State Grant and Special Programs, PO Box 8157, Harrisburg, PA 17105-8157).
- PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available upon request or at PHEAA.org.
• If the employer determines changes have occurred concerning student hours worked after they have completed reconciliation, the employer should contact SWSP staff.

VIII. Refund Process

If, after review of a SWSP disbursement or reconciliation roster, the employer determines that student hours previously reported are incorrect, the employer must correct the hours on the certified roster and return it to PHEAA. If the subsequent changes result in a decrease in the student’s gross earnings, a refund will be due.

PHEAA will notify all employers via email if a refund becomes due. Specific refund information can be found on the SWSP disbursement roster. If the changes result in funds being owed to the organization, PHEAA will include those funds with the next disbursement.

Refunds returned via ACH or wire transfer should be transferred to M&T Bank, PHEAA Operations, with a brief description of the payment reason and identifying the funds as “SWSP.”

All SWSP refund payments made by check should be addressed to PHEAA, P.O. Box 64849, Baltimore, MD 21264-4849.

**NOTE:** All refunds must include a reference to the program and program year. Failure to include this information delays processing of the refund and may result in your organization being placed on a disbursement hold.

IX. Retention of Records & Program Reviews

In accordance with these Program Guidelines, SWSP employers are required to retain all records necessary for the certification of student eligibility and reimbursement of SWSP funds. Employers must retain copies of all signed SWSP student applications and maintain copies of payroll records. Employers must retain these records for at least 5 years from the date the SWSP student application was completed or the date the institution completes certification of the award disbursement roster.

**NOTE:** Employers who submit SWSP student applications via the online work-study system should not mail a hard copy to PHEAA.

These records may be requested and examined as part of the Program Review process of PA State Grant and Special Programs by PHEAA. Findings in the Program Review of the PA State Work-Study Program may result in refunds to PHEAA and be considered in combination with other PHEAA-administered program findings to determine if four or more administrative findings have been identified. Four or more administrative findings indicate a high error rate, and a follow-up Program Review for the next academic year will be scheduled.

Below are examples of the most common PA State Work-Study findings:

• Actual SWSP hours are less than reported to PHEAA
• Student not paid for all SWSP hours worked and reported to PHEAA
• SWSP hourly pay rate is less than the reported hourly rate on the student application
• SWSP hours submitted for student who is not eligible based on current enrollment status
• Inadequate payroll procedures
• Non-compliant supervision

For additional details on the PA State Grant and Special Programs Program Review process, please visit PHEAA.org/ProgramReview.
PageCenter is a tool that provides institutions with student information via the internet in a secure environment. PageCenter is used for accessing information only and cannot be used to make changes electronically.

The following SWSP reports are placed in an organization's PageCenter mailbox:

**SWSP Employer Renewal Form** – Pageset provides employers with the form to annually renew SWSP participation.

**SWSP Employer Approval Letters** – Pageset is a copy of the Annual Approval Letter sent to the SWSP contact submitted on the application.

**SWSP Applicant Status Listing** – This notifies employers of SWSP applicant eligibility and is generated on a weekly basis (provided there are changes from the most recent listing).

**SWSP Graduate Student Listing** – This notifies institutions of SWSP graduate student applicants in order to verify unmet financial need for SWSP eligibility.

**SWSP Disbursement Roster Email Notification** – Pageset contains the letter sent to the SWSP contact when funds are disbursed.

**SWSP Disbursement Roster** – The roster provides the employer with SWSP disbursement information and accompanies each disbursement. Employers are required to certify the hours reported, make any necessary changes, and return a copy of the certified roster before PHEAA will disburse further funds. PHEAA will schedule disbursements to occur monthly as close to the 15th as possible.

**SWSP Late Disbursement Letters** – Employers receive this notification through their PageCenter mailbox when a SWSP Disbursement Roster is more than 45 days past due.

**Institution Outstanding Items Report** – The Outstanding Items Report provides schools and employers with a list of outstanding rosters, reports, and refunds due to PHEAA across most PHEAA-administered programs. The report generates nightly, using PageSet LWT41LWT41R2 in the institution's Grants application folder.

**SGSP Institutional Contacts Report** – The SGSP Institutional Contacts Report, available via multiple applications within an institution's PageCenter mailbox, is designed to ensure that the delivery of important program communication is sent to the appropriate staff by providing a monthly list of the current institutional contacts on file for PHEAA-administered programs. So that the correct personnel at your institution can receive information needed to resolve operational and processing issues and find out about PHEAA-developed resources and events, it is critical that your institution regularly review the contacts listed and email the appropriate program inbox with any corrections and adjustments. Review subsequent reports to confirm that the updates were made. You may also contact PA State Grant & Special Programs staff for confirmation and additional details.
Appendix B

SWSP Applicant Status Listing
**SWSP Applicant Status Listing**

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Job/Status</th>
<th>Start Date/Ending Date</th>
<th>Weekly Hours</th>
<th>Hourly Rate</th>
<th>Total Award</th>
<th>Requested to Work Holiday Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XX-1234</td>
<td>B02 – ACCOUNTING ASST</td>
<td>08/14/2021</td>
<td>40.00</td>
<td>$10.00</td>
<td>$4,000</td>
<td>YES</td>
</tr>
<tr>
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<td>APPROVED</td>
<td>05/05/2022</td>
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<tr>
<td>Telephone: (717) 123-4567</td>
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<td>Expected Graduation Date: 05/2022 Program</td>
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<td>XXX-XX-9876</td>
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**Note:** The hourly rates reflect the amount you, as the employer, have submitted for the student unless the hour rate exceeds $25.00/hr. The SWSP hourly rate cap is $25.00, meaning that you will only be reimbursed up to that maximum rate.

In the event that an applicant is not employed by your organization, please notify PHEAA so that funds reserved for the individual may be released to provide awards for other applicants.

Your organization/company is eligible to receive reimbursement for 50% of students' approved earnings.

If you have any questions, please contact Special Programs associates at 1-800-443-0646, option 3, option 2, a private number reserved for the use of financial aid administrators and employers or you may email Matching Funds staff at swsp@phea.org.
Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation’s leading student aid organizations. Today, PHEAA is a national provider of student financial services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA’s earnings are used to support its public service mission and to pay its operating costs, including administration of the Pennsylvania State Grant and other state-funded student aid programs. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders—Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit PHEAA.org.

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Vacant

**Governor Appointee**  
Vacant