



State Grant and Special Programs  
1200 North Seventh Street, Harrisburg, PA 17102-1444

## Instructions for Completing the Work-Study Programs Employer Application

### Program Overviews

1. State Work-Study Program - The State Work-Study Program (SWSP) is a “self-help” program for Pennsylvania residents enrolled at least half-time (6 - 11 credits) in a PHEAA-approved higher education institution, in a program of study at least two years in length. Through the cooperative efforts of Pennsylvania employers, postsecondary institutions, and Pennsylvania Higher Education Assistance Agency (PHEAA), students have the opportunity for earning funds to assist in paying for school costs while gaining career-related work experience. Employers are responsible for paying the students in full for all hours worked and PHEAA provides reimbursement for a portion of the students’ earnings. Reimbursement will be provided to employers via Electronic Funds Transfer (EFT). All employers are required to complete an ACH Authorization Form. Government and nonprofit organizations as well as for-profit companies are eligible to participate in the SWSP.
2. Off-Campus Community Service Program - The Off-Campus Community Service Program is a “self-help” financial aid program for Pennsylvania residents enrolled in Pennsylvania postsecondary institutions. Students not only earn money to help pay school costs but also assist federal, state and local government offices and nonprofit organizations with community service projects. Student eligibility is determined by the school based upon Federal Work-Study eligibility requirements. There is no cost to participating employers.

### Instructions for Completing the Application

#### Section I. Employer Demographic Information

1. Employer Name: Indicate the name of the organization. If you are an organization that has multiple sites that wishes to hire Work-Study students, indicate the name of the headquarters in this section.
2. EIN/TIN: Indicate the Federal Employer Identification Number/Tax Identification Number for the entity identified in item 1 of this section.
3. Address/County: Indicate the address and county (see keys for county codes) for the organization identified in item 1 of this section.
4. Telephone and Fax Numbers: Indicate the telephone number you wish to have listed as the primary phone number for PHEAA to release to students to contact the organization listed in item 1 of this section. Also indicate your organization’s fax number.
5. Website: If applicable, indicate the Website address for your organization.

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6. **Organization Official:** Indicate the name, title, telephone number and e-mail address of the individual who is the organization official at the site identified in item 1 of this section. The organization official is the individual who has the authority to sign the agreement with PHEAA for the employment of Work-Study students at the employing site and authorize payment of wages for State Work-Study students employed by the organization. (Note: For organizations with multiple locations, this individual may or may not be located at the employing site.)
7. **Organization Type:** Check the box beside the phrase that best describes your organization. Nonprofit organizations are required to provide a copy of their nonprofit tax certificate from the Federal Department of Treasury, Internal Revenue Service. (Note: State, federal, local government agencies and public school districts are not required to submit documentation of their nonprofit status.)

## **Section II. Employer Structure**

Employer structure is used to describe the “make-up” of an employing organization. PHEAA is able to send agreements, notices and disbursements to the headquarters, branch or department depending upon the employer’s structure. If an organization has more than one site, the headquarters must determine at what level agreements, notices and disbursements will be controlled.

If your organization is a single site and you do not want PHEAA to list jobs by individual departments and/or provide you with a summary of disbursements by department, you should not complete this section. Go directly to Section III. Otherwise, review the following information and complete Section II of the application by checking the appropriate boxes.

1. **Agreements** - All organizations are required to sign a program agreement with PHEAA. The Agreement authorizes the hiring of Work-Study students and provides assurance that the organization will adhere to program guidelines. An official located at the headquarters, a branch or an individual department may sign the agreement.
2. **Notices** - Notices such as correspondence advising of a student’s Work-Study eligibility or ineligibility can be mailed to the headquarters and/or individual branches and/or individual departments. Organizations can elect to receive just one copy or they can request that a copy be mailed to the official at the headquarters as well as the program coordinator(s) at the branch and/or department.
3. **Disbursements** - Funds can be disbursed to the headquarters, branch or department. If the employer requests that funds be disbursed to the headquarters and jobs have been identified by branches and/or departments, the disbursement roster will summarize the amount being disbursed for each branch and/or department.

## **Section III-A. Employer Application for State Work-Study Program**

*Complete this form only if you wish to hire students through the SWSP. State Work-Study employers are responsible for paying the students in full while they are working. PHEAA reimburses SWSP employers for a portion of eligible student earnings.*

If you are identifying jobs for site(s) or department(s) other than the entity listed in Section I of the application, you will need to duplicate the “Employer Application for SWSP Program data” (Section III-A.) and complete a copy for each site and/or department that wishes to hire SWSP students.

1. Information for Multiple Site/Multiple Department Employers

Complete the demographic information requested for each branch and/or department that wishes to hire State Work-Study students. Before completing this section, you will need to determine which department is your main department if your organization consists of multiple departments that will employ Work-Study students. The main department is the department that will assist in overseeing the SWSP at an organization that is made up of multiple departments, and the organization wishes to have PHEAA agreements, notices and/or disbursements mailed to individual departments. In most cases, the main department is the Human Resources area of the organization.

2. SWSP Job Information

Program Coordinator: Indicate the name, title, telephone number and e-mail address of the individual who is the program coordinator at the site identified on this form. The program coordinator is the on-site person who is responsible for the placement of students and the day-to-day operation of the site or department’s involvement in the SWSP. In some cases, the organization official will also act as the program coordinator.

For the Summer term only, PHEAA provides employers with a list of students who are interested in employment through the SWSP based upon the student’s county of residence. If your organization wishes to receive a list of students, identify the appropriate county codes (see the enclosed keys for a list of codes) in the spaces provided.

PHEAA advertises available State Work-Study jobs to students on the Internet at the PHEAA Website and by mailing lists of participating employers to interested SWSP students. Information such as the employer’s name, business address, telephone number, State Work-Study coordinator, e-mail address and available jobs are included. Please indicate if you authorize PHEAA to advertise your jobs to students by checking “yes” or “no.”

Review the enclosed keys and indicate the job code, title, a brief job description and number of Summer and academic year positions available for each State Work-Study job located at the site identified on the Employer Application for SWSP in the “Employer Jobs Information.” If your organization has more than three types of jobs, please attach correspondence with the appropriate information to the application. Be certain to also include your organization’s TIN/EIN, name, address and telephone number on the attachment.

**Section III-B. Employer Application for Off-Campus Community Service Program**

***Only government agencies, school districts and nonprofit organizations are eligible to participate in the Off-Campus Community Service Program. There is no charge to participating employers for students placed through this program. NOTE: Nonprofit organizations must provide a copy of their nonprofit tax certificate from the Federal Department of Treasury Internal Revenue Service.***

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If you are identifying jobs for site(s) or department(s) other than the entity listed in Section I of the application, you will need to duplicate the “Employer Application for Off-Campus Community Service Program” (Section III-B.) and complete a copy for each site and/or department that wishes to hire Community Service students.

### 1. Information for Multiple Site/Department Employers

Complete the demographic information requested for each branch and/or department that wishes to hire Community Service students. Complete the demographic information requested for each branch and/or department that wishes to hire Community Service students. Before completing this section, you will need to determine which department is your main department if your organization consists of multiple departments that will employ Work-Study students. The main department is the department that will assist in overseeing the Off-Campus Community Service Program at an organization that is made up of multiple departments, and the organization wishes to have PHEAA agreements, notices and/or disbursements mailed to individual departments. In most cases, the main department is the Human Resources area of the organization.

### 2. Community Service Job Information

Program Coordinator: Indicate the name, title, telephone number and e-mail address of the individual who is the program coordinator at the site identified on this form. The program coordinator is the on-site person who is responsible for the placement of students and the day-to-day operation of the site or department’s involvement in the Off-Campus Community Service Program. In some cases, the organization official will also act as the program coordinator.

PHEAA provides students with a list of special requirements that organizations may have. Review the enclosed keys and list the code for any requirement that applies to your organization.

Review the enclosed keys and indicate the job code, title, a brief job description and number of Summer and academic year positions available for each Community Service job located at the site identified on the Employer Application for Off-Campus Community Service Program in the “Employer Jobs Information.” If your organization has more than four types of jobs, please attach correspondence with the appropriate information to the application. Be certain to also include your organization’s TIN/EIN, name, address and telephone number on the attachment.

## **Section IV. Employer Certification**

Please sign and date the application in the space provided and return to PHEAA/Work-Study Programs, State Grant and Special Programs, P.O. Box 8114, Harrisburg, PA 17105-8114.

If you have any questions concerning the completion of this employer application, you may contact Work-Study staff by sending an e-mail to [matchingfunds@pheaa.org](mailto:matchingfunds@pheaa.org) or calling 1-800-443-0646, Option 3 a private number reserved for the use of the financial aid administrators, employers and other personnel at secondary and postsecondary institutions.