



State Grant and Special Program  
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## Instructions for Completing the State Work-Study Program Employer Application

### Program Overview

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 Pennsylvania Higher Education Assistance Agency (PHEAA) approved higher education institution, in a program of study at least two academic years in length. Through the cooperative efforts of Pennsylvania employers, postsecondary institutions, and 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 student earnings. Reimbursement is 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.

### 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 SWSP students, indicate the name of the headquarters in this section.
2. Branch/Department Name: Indicate the name of the branch or department.
3. EIN/TIN: Indicate the Federal Employer Identification Number/Tax Identification Number for the entity identified in item 1 of this section.
4. Address/County: Indicate the address and county (see keys for county codes) for the organization identified in item 1 of this section.
5. 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.
6. Website: If applicable, indicate the Website address for your organization.
7. Organization Official: Indicate the name, title, telephone number and email address of the individual who is the organization official at the site identified in item 1 of this section. This contact person may be different from the person listed as the Program Coordinator. The organization official is the individual who has the authority to sign the agreement with PHEAA for the employment of SWSP students at the employing site and authorize payment of wages for SWSP students employed by the organization. (Note: For organizations with multiple locations, this individual may or may not be located at the employing site.)



8. **Organization Type:** Check the box beside the phrase that best describes your organization. Nonprofit organizations will be 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.)
9. Provide a description of your organization.

## **Section II. Employer Structure**

Employer structure describes 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 SWSP 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 SWSP 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.

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 data” (Section II.) and complete a copy for each site and/or department that wishes to hire SWSP students.

## **Section III. SWSP Program Data**

1. **Program Coordinator:** Indicate the name, title, telephone number, and email 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.

2. PHEAA advertises available SWSP jobs to students on the Internet at [www.pheaa.org](http://www.pheaa.org). Information such as the employer's name, business address, telephone number, SWSP coordinator, email address, and available jobs are included. Please indicate if you authorize PHEAA to advertise your jobs to students by checking "yes" or "no."
3. SWSP Jobs Requested: 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 SWSP 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 IV: Employer Certification**

1. Provide your name, dated signature, title, and telephone number.

Once your application has been received and processed, you will receive an email from [swsp@pheaa.org](mailto:swsp@pheaa.org) with useful information and documents for new employers. A letter will be sent including which terms your organization is approved for as well. Please note that your application must be received by the following deadlines to be approved for participation in each term:

- Summer Term: June 30
- Academic Year: November 1

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

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