



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

STATE WORK-STUDY PROGRAM (SWSP) EMPLOYER OVERVIEW

WHAT IS THE PURPOSE OF THE STATE WORK-STUDY PROGRAM?

To provide eligible students with an opportunity to gain career-related work experience and, at the same time, earn funds to assist them in meeting today's costs for postsecondary education.

WHAT ARE SOME EXAMPLES OF THE TYPES OF ELIGIBLE POSITIONS?

Many jobs qualify for SWSP. The general rule is that any job that is high-tech or community service and is related to the student's major or minor course of study would be an eligible SWSP job. A high-tech job is one that requires the application of principles using new and/or advanced techniques and processes. A community service job is one that assists in improving the quality of life for residents of the community.

Some examples of approved SWSP jobs are as follows:

Engineering Assistant for road construction	Quality Control Technician for food manufacturer
Accounting Assistant at a small business	Communication Assistant at a public radio station
Exhibit Designer at a museum	Teaching Assistant at a day care center

WHAT ARE SOME OF THE SWSP EMPLOYER QUALIFICATIONS?

- Be a business/industry, nonprofit organization, or government agency that is located in Pennsylvania;
- Agree not to use State Work-Study students to replace or displace any employee, including those laid off or on strike;
- Provide each student with career related work experience that is high-tech or will use the student's classroom knowledge and skills to assist in a community service project;
- Agree not to place students in positions that involve political (including lobbying) or religious activities;
NOTE: Work-Study projects and assignments may NOT involve the construction, operation, or maintenance of any part of a building used for religious worship or sectarian instruction. In general, work in a facility serving even a partially religious function CANNOT be supported under Work-Study; work assignments must contribute to the general welfare of a community rather than for the benefit of a particular interest or membership group;
- Add each student to the payroll and pay the student in full for all hours worked.

WHO PAYS THE STUDENT?

Students have the potential to earn \$3,600 for the Academic Year and \$3,600 through Summer employment. Students are paid in full by their employers, and PHEAA reimburses the employer for a portion of actual, approved student earnings. Nonprofit organizations receive a 40% reimbursement and for-profit businesses receive 30%.

HOW DO I LET PHEAA KNOW MY ORGANIZATION WANTS TO HIRE A STUDENT?

If you are interested in hiring a student(s), your organization and the student(s) must complete and return the Student Application/Placement Form as soon as possible and no later than the filing dates listed in the State Work-Study Times. The form should be mailed to PHEAA/SWSP, State Grant and Special Programs, 1200 North Seventh Street, Harrisburg, PA 17102-1444.

HOW WILL I KNOW IF A STUDENT IS ELIGIBLE TO WORK AT THIS ORGANIZATION?

When an SWSP Student Application/Placement Form is received by PHEAA, the Agency reviews the data and notifies the employer and the student of SWSP eligibility/ineligibility. Students should not be permitted to begin work through SWSP until the employer receives notification of SWSP eligibility from PHEAA.

Interested employers may contact Agency staff by sending an e-mail to matchingfunds@pheaa.org or telephone Agency staff at 1-800-443-0646, Option 3, a private number reserved for the use of financial aid administrators and employers. Students who have questions regarding the State Work-Study Program may also send an e-mail to the same address or telephone 1-800-692-7392, which is the toll-free number reserved for students.

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