



2019-20 PROGRAM GUIDELINES

MATCHING FUNDS FEDERAL WORK-STUDY COMMUNITY SERVICE (FWS-CS)

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I. INTRODUCTION

A. Background

The Pennsylvania Higher Education Assistance Agency (PHEAA)-administered FWS-CS is a financial aid program that is a component of the Commonwealth of Pennsylvania's annual Matching Funds appropriation. FWS-CS funds are made available to eligible Pennsylvania postsecondary institutions that apply for and receive federal dollars through the Federal Work-Study (FWS) Program.

As a condition of FWS funds, institutions are required to spend at least seven percent of their FWS allocation to employ students in community service positions. PHEAA's FWS-CS Program provides eligible institutions with funds to assist them in meeting their FWS community service requirement.

B. Purpose of the FWS-CS Program Guidelines

These guidelines are intended to assist schools with regard to institutional participation and the administration of FWS-CS Program funds. PHEAA will publish updates to this document in the Document Library as additional guidelines become necessary. Specific questions regarding PHEAA's FWS-CS Program should be directed to:

Pennsylvania Higher Education Assistance Agency
State Grant and Special Programs
1200 North Seventh Street
Harrisburg, PA 17102

Telephone: 1-800-443-0646, Option 3, Option 2

TDD: 717-720-2366

Fax: 717-720-3786

Email: matchingfunds@pheaa.org

II. INSTITUTIONAL PARTICIPATION

A. Institutional Eligibility

To be eligible to participate in PHEAA's FWS-CS program, an institution must:

- Be federally Title IV approved
- Be located in the Commonwealth of Pennsylvania
- Receive an FWS Program appropriation through the United States Department of Education (USDE)
- Be approved for FWS-CS participation by PHEAA

Failure to ensure compliance with all procedures, guidelines and policies pertaining to the FWS-CS Program may jeopardize the institution's participation in the future and may result in the permanent removal of that institution.

B. Approval for Participation

An institution that wishes to receive PHEAA approval to participate in the FWS-CS Program must submit the following:

1. PHEAA/Institution Master Agreement and Schedule

- *All institutions that request funding through the FWS-CS Program are required to execute a PHEAA State Grant and Special Programs Master Agreement (Agreement) and a Federal Work-Study Community Service Program Schedule (Schedule) the first year of participation. No FWS-CS funds can be disbursed by PHEAA until both the Agreement and Schedule have been executed. The Agreement and Schedule authorizes the disbursement of FWS-CS funds and provide assurance that the institution will adhere to FWS-CS Program Guidelines.*
- *The Agreement and Schedule will be retained in PHEAA's permanent files and the institution will not be required to execute a new agreement and schedule each year except in cases which may require a new agreement, such as change in ownership.*

2. ACH Authorization Agreement

- All FWS-CS funds are disbursed to a participating institution via Electronic Funds Transfer (EFT), which requires the institution to have an approved PHEAA Automated Clearing House (ACH) Authorization Agreement on file.
- Request the PHEAA ACH Authorization Agreement can be requested by contacting PHEAA Financial Management at 717.720.2168 or via email at fmftadmin@pheaa.org.

3. Allocation Request Form

- All institutions that wish to receive FWS-CS funds from PHEAA must complete a Community Service Program Allocation Request Form. This form is provided via PageCenter ('WORKSTDY' application, pageset 'MFJIW30') in May to all institutions that received a net disbursement (total disbursement minus unused funds) greater than \$0 during the prior program year. PHEAA will send a notification email when this form is available in PageCenter.
- Non-participating institutions may contact FWS-CS staff at matchingfunds@pheaa.org for details on how to obtain a Community Service Program Allocation Request Form.
- The deadline for an institution to submit the Community Service Program Allocation Request Form is June 30.

C. Institution Allocation

1. Determining Allocation Amount

PHEAA will determine the institution's FWS-CS allocation based on the following criteria:

- The Commonwealth's total Matching Funds appropriation
- The Agency's total FWS-CS Program allocation
- The number of institutions participating in the FWS-CS Program
- The institution's FWS-CS Program net disbursement (total disbursements minus unused funds) for the previous year

As the administrator of the FWS-CS Program, PHEAA reserves the right to adjust the institution's FWS-CS allocation as it deems necessary.

2. Final Allocation Letter

Participating institutions will be sent their *Federal Work-Study Community Service Final Allocation Letter* via PageCenter ('WORKSTDY' application, pageset MFJJ130) in September. Please note that final FWS-CS allocations are contingent upon passage of the Commonwealth Budget.

III. STUDENT PARTICIPATION

A. Student Eligibility

In order for a participating institution to use FWS-CS funds for a student's FWS employment, the student must:

- Be eligible for an FWS award
- Be placed in an approved FWS community service position as determined by the participating institution

B. Student Employment

An eligible student may be employed under the FWS program in a community service job by the institution in which the student is enrolled. FWS recipients may also be employed off campus by a nonprofit agency if the work performed meets the definition of community service in the federal regulations.

Please refer to the USDE's *Federal Student Aid Handbook* for more information concerning FWS community service employment.

IV. PROGRAM ADMINISTRATION

A. Program Dates

The FWS-CS Program will begin effective July 1 and will run through June 30 (i.e., July 1, 2019 – June 30, 2020). The Program dates for FWS-CS are aligned with the Commonwealth of Pennsylvania's fiscal year (July 1 – June 30).

B. Use of Program Funds

All FWS-CS funds disbursed by PHEAA to a participating institution must be used directly toward the funding of FWS community service awards to eligible students. No FWS-CS funds disbursed by PHEAA may go toward any administrative costs, transfer to FSEOG, or related expenses incurred by the institution during the administration of its FWS program.

C. Disbursement of Funds

PHEAA will disburse the institution's FWS-CS allocation as follows:

- PHEAA will disburse 50 percent of the institution's FWS-CS allocation in September provided the institution has executed an Agreement and Schedule and has submitted a *Federal Work-Study Community Program Service Allocation Request Form* (see [Section II.B](#), "Approval for Participation"). PHEAA will continue to disburse FWS-CS funds on a monthly basis for any institution that submits these required items after the initial program disbursement in September.
- PHEAA will disburse the remaining 50 percent of the institution's FWS-CS allocation in January provided the institution has submitted the required items listed above. If PHEAA has not yet disbursed the initial 50 percent of the institution's FWS-ON allocation, PHEAA will disburse 100 percent of the allocation at this time provided the institution has submitted the required items listed above.

All FWS-CS funds are disbursed via EFT which requires the institution to have an approved *PHEAA ACH Authorization Agreement* on file with PHEAA (see [Section II.B](#) 'Approval for Participation'). The *PHEAA ACH Authorization Agreement* can be requested by emailing PHEAA's Financial Management division at fmftadmin@pheaa.org or by calling 717-720-2168.

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 for participating in any Title IV program. We also reserve the right to hold any disbursements to an institution if the accrediting agency suspends or cancels approval for the school. Any questions regarding holding disbursement should be directed to PHEAA via email at matchingfunds@pheaa.org. PHEAA will exercise this right to determine the eligibility of the institution to receive further funding.

D. Institutional Reporting

Institutions that receive a FWS-CS disbursement will be required to provide PHEAA with information pertaining to the usage of these funds. PHEAA will collect this information as follows:

1. Year-End Report

Institutions that receive a FWS-CS disbursement are required to complete and return a *Federal Work-Study Community Service Year-End Report* in order to receive a FWS-CS final allocation for the subsequent program year. This report will be provided via PageCenter ('WORKSTDY' application, pageset 'MFJIQ70') to participating institutions at the time of their final FWS-CS disbursement in January and will request the institution provide the following information:

- *Number of students assisted by FWS-CS disbursements received from PHEAA during the program year*
- *Total FWS-CS funds provided to the institution by PHEAA that were used to assist students during the program year*
- *Unused FWS-CS allocation (total FWS-CS disbursements received from PHEAA minus total FWS-CS funds used by the institution to assist students during the program year)*

The deadline to return the *Federal Work-Study Community Service Year-End Report* is August 1. If all FWS-CS funds provided by PHEAA from disbursements between July 1 to June 30 were used to assist students prior to June 30, the *Federal Work-Study Community Service Year-End Report* may be returned prior to June 30.

NOTE: Effective with the 2014-15 Program Year, institutions receiving an FWS-CS disbursement are no longer required to complete a Federal Work-Study Community Service Mid-Year Report in order to receive the second half of their FWS-CS allocation. This report will no longer be generated in the institution's PageCenter mailbox at the time of the first FWS-CS disbursement.

E. Refund Information

Participating institutions must refund any unused FWS-CS funds as reported on the Year-End Report to PHEAA within 30 days of the end of program year. Future program year disbursements will be withheld until all unused funds reported on the Year-End Report are returned to PHEAA. PHEAA must be notified in writing of any additional unused funds to be refunded that are identified after the Year-End Report has been completed and returned. Unused funds disbursed by PHEAA cannot be carried over from one program year to the next.

Checks should be identified as "Matching Funds Community Service Program" and addressed to:

PHEAA
P.O. Box 64849
Baltimore, MD 21264-4849

Contact PHEAA's Financial Management division at **717-720-2168** for questions regarding ACH or wire transfers.

- In addition, please send an email identifying the refund as "Matching Funds On-Campus Program" to fmeftadmin@pheaa.org.
- Please note that if your banking institution requires an address for ACH or wire transfers you should use
1 M & T Plaza
345 Main Street
Buffalo, NY 14203

F. Program Reviews

As part of the Program Review process of State Grant and Special Programs the Agency may conduct further examinations of student aid and related records as it deems necessary to protect the financial interests of the Agency or its student aid recipients (§ 121.59 b). A list of common administrative issues that could be cited in a Program Review can be found in Chapter 5 of the *Pennsylvania State Grant Program Handbook for 2018-19*, which is available on PHEAA.org.

G. Retention of Records

In accordance with these Program Guidelines, institutions are required to retain, for possible review by PHEAA, all records necessary for the certification of the use of program funds for eligible students. Such records must be retained for at least 5 years from the date the institution determines funds eligible for use. This information is used for program review and audit purposes.

H. FWS-CS Reports Checklist

To request funds, complete and submit the FWS-CS Allocation Request Form (due June 30 prior to start of the program year). Verify usage of the total FWS-CS disbursements received for the program year by completing the Year-End Report (due August 1 after the end of the program year).

Completed reports can be returned via email to matchingfunds@pheaa.org. You may also return completed forms via fax at **717-720-3786**. If you have questions, please contact Special Programs associates at **800-443-0646**, option 3, option 2, or you may email Matching Funds staff at matchingfunds@pheaa.org.

FWS-CS Reports Checklist

<input type="checkbox"/> FWS-CS Allocation Request	Due: June 30, 2019	Pageset: MFJIW30
NOTE: Request FWS-CS funds for the upcoming program year		
<input type="checkbox"/> FWS-CS Final Allocation Letter	Due: N/A	Pageset: MFJJ130
NOTE: Notification of final FWS-CS allocation amount		
<input type="checkbox"/> FWS-CS Year-End Report	Due: August 1, 2020	Pageset: MFJIQ70
NOTE: Verification of total FWS-CS disbursement usage for the program year ending June 30		

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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 aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

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