



2020-21 PROGRAM GUIDELINES
**Federal Work-Study
Community Service
(FWS-CS) Program**

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2020-21 Program Guidelines

Federal Work-Study Community Service (FWS-CS) Program

Introduction

The Federal Work-Study Community Service (FWS-CS) Program is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA) as 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 Program (FWS).

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. The PHEAA-administered FWS-CS Program provides eligible institutions with funds to assist them in meeting their FWS community service requirement.

The 2020-21 Program Guidelines are designed to provide guidance for this program year. PHEAA will publish updates to this document if additional changes become necessary. Any deviation from these guidelines could result in the loss of an institution's approval to participate in the program as notified in writing by PHEAA.

I. Institutional Participation

A. Institutional Eligibility

To be eligible to participate in the PHEAA-administered 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 (ED)
- Be approved for FWS-CS Program 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

New institutions that wish to receive PHEAA approval to participate in the FWS-CS Program must submit the following:

i. Allocation Request Form

New institutions may contact FWS-CS staff at matchingfunds@pheaa.org for details on how to obtain a Federal Work-Study Community Service Allocation Request Form.

This form is provided to returning institutions via PageCenter ('WORKSTDY' application, pageset 'MFJIW30') in May. PHEAA will send a notification email when this form is available in PageCenter.

The deadline for an institution to submit the form is June 30.

ii. PHEAA/Institution Master Agreement & Schedule

All new institutions requesting to participate in the FWS-CS Program are required to execute a *PHEAA Master Program Participation 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. Questions regarding new or existing agreements can be directed to matchingfunds@pheaa.org.

The Agreement and Schedule will be retained in PHEAA's permanent files, and renewal institutions will not be required to execute a new agreement and schedule each year except in rare cases which may require a new agreement, such as change in ownership. If there are any changes in status, a school is required to notify PHEAA by contacting sginstitutioneligibility@pheaa.org.

iii. 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.

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

iv. Business Partner Access Management System (BPAMS)

All schools must have a signed and executed *Remote Access Agreement* (RAA) on file and are required to maintain access requests for their users. Questions regarding the RAA can be directed to matchingfunds@pheaa.org.

C. Institution Allocation

i. 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 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.

ii. 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.

Note: Final FWS-CS allocations are contingent upon passage of the Commonwealth Budget.

II. Program Administration

A. Program Dates

The FWS-CS Program will begin effective July 1 and will run through June 30 (i.e., July 1, 2020 – June 30, 2021). 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 Federal Supplement Educational Opportunity Grant (FSEOG), or related expenses incurred by the institution during the administration of FWS.

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 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 "**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 to 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:

i. 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.

E. Refund Information

Participating institutions must refund any unused FWS-CS funds as reported on the Year-End Report to PHEAA by September 1. 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 Community Service Program” to fmeftadmin@pheaa.org.

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. 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 PHEAA at 800-443-0646, option 3, option 2, or you may email matchingfunds@pheaa.org.

<input type="checkbox"/> FWS-CS Allocation Request Form NOTE: Request FWS-CS funds for the upcoming program year	Due: June 30, 2020	Pageset: MFJIW30
<input type="checkbox"/> FWS-CS Final Allocation Letter NOTE: Notification of final FWS-CS allocation amount	Due: N/A	Pageset: MFJJ130
FWS-CS Year-End Report NOTE: Verification of total FWS-CS disbursement usage for the program year ending June 30	Due: August 1, 2021	Pageset: MFJIIQ70

G. Retention of Records & Program Review

In accordance with these 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 five (5) years from the date the institution determines funds eligible for use. This information is used for program review and audit purposes.

As part of the Program Review process of PA State Grant and Special Programs, PHEAA may conduct further examinations of student aid and related records as it deems necessary to protect the financial interests of PHEAA 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 the Pennsylvania State Grant Program Handbook for 2019-20, which is available on [PHEAA.org](https://www.pheaa.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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