PHEAA Federal Work-Study
On-Campus Program
2021-22 Program Guidelines
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Introduction

The Federal Work-Study On-Campus (FWS-ON) 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-ON Program funds are made available to eligible postsecondary institutions that apply for and receive federal dollars through the Federal Work-Study (FWS) Program.

As a condition of receiving FWS funds from the United States Department of Education (ED), institutions are required to provide an institutional match. The PHEAA-administered FWS-ON Program provides eligible institutions with funds to assist them in meeting their FWS match requirement. Institutions receiving a Title III Waiver are currently eligible to receive FWS-ON funds, even though they are exempt from the matching requirement.

The 2021-22 Program Guidelines are designed to provide guidance for this program year. PHEAA will publish updates to this document if additional changes become necessary.

I. Institution Participation Requirements

A. Institutional Eligibility

To be eligible to participate in the PHEAA-administered FWS-ON Program, an institution must:

- Be federally Title IV approved
- Be located in the Commonwealth of Pennsylvania
- Receive a FWS Program appropriation through ED
- Be approved for FWS-ON Program participation by PHEAA

New Institutions

New Institutions interested in participating must:

1. Execute a PHEAA Master Program Participation Agreement (MPPA) and a Federal Work-Study On-Campus Program Schedule (Schedule) the first year of participation. No FWS-ON funds can be disbursed by PHEAA until both the MPPA and Schedule have been executed. The MPPA and Schedule authorize the disbursement of FWS-ON funds and provide assurance that the institution will adhere to FWS-ON Program Guidelines. Questions regarding new or existing MPPA can be directed to PHEAA staff via email at matchingfunds@pheaa.org.

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

2. **Complete an Automated Clearing House (ACH) form** for electronic funds transfer. The PHEAA ACH Authorization Agreement can be requested by contacting PHEAA Financial Management at 717-720-2168 or via email at fmefftadmin@pheaa.org.

3. **Submit the two forms detailed below for approval by June 30** immediately prior to the academic year in which participation is to begin. New institutions may obtain these forms at PHEAA.org/FederalWorkStudy under Program Materials.

   - **Federal Work-Study On-Campus Program Allocation Request** – This is the institution’s official application for participation and requests the institution’s OE code, EIN, and information for the individual assigned to be the program contact.
   - **Federal Work-Study On-Campus Requirements Report** – This form requests details about the institution’s federal work-study funding, including the administrative costs allowance and transfers to or from Federal Supplemental Educational Opportunity Grant (FSEOG). A copy of the final Federal Campus-Based Program Statement of Account must accompany the Requirements Report.

**Renewal Institutions**

Renewal institutions (institutions that participated in 2020-21) must:

1. **Submit the following two forms for approval by June 30**, which are available via PageCenter (see Program Participation Process).
   - Federal Work-Study On-Campus Allocation Request (MFJIV30)
   - Federal Work-Study On-Campus Requirements Report (MFJIX30); a copy of the final Federal Campus-Based Program Statement of Account must be included, as well

2. **Submit a completed Federal Work-Study On-Campus Year-End Report** (MFGT150) for the preceding academic year by August 1.

3. If a returning institution expects to receive a supplemental FWS allocation, return the FWS-ON Requirements Report by the deadline indicated in these guidelines with the current FWS allocation. Once the supplement is received, submit a written request to PHEAA to consider increasing your final FWS-ON allocation. This request will be considered according to the Institution Allocation process.

**B. Program Participation Process**

All institutions must have a signed and executed Remote Access Agreement (RAA) and Authoritative Source Form on file. Questions regarding the RAA can be directed to SGSP_BPAMS_Processing@pheaa.org.

i. **Business Partner Access Management System**

   Business Partner Access Management System (BPAMS) is the web interface designed to manage requests for access to PHEAA systems. With this application, business partners—their users, requesters, and their Authoritative Sources—can submit requests for access to PHEAA systems.

   All institutions are required to maintain access requests for their users.

   Once processed, the RAA and Authoritative Source grant access to the School Portal (Alec), which includes several useful features.

   - **PageCenter** is a secure report repository. Each institution will have its own mailbox within PageCenter through which all reports and listings will be delivered.
II. Program Administration & Funding

A. Program Dates

The FWS-ON Program will begin July 1 and run through June 30 for each program year (e.g., July 1, 2021 – June 30, 2022). The program dates are aligned with the Commonwealth of Pennsylvania's fiscal year.

B. Institution Allocation

i. Determining Allocation Amount

PHEAA will determine the institution's FWS-ON allocation for the program year based on the following criteria:

- The Commonwealth's total Matching Funds appropriation
- PHEAA's total FWS-ON Program allocation
- The number of institutions participating in the FWS-ON Program
- The institution's FWS-ON Program net disbursement (total disbursements minus unused funds) for the previous year
- The data provided on the institution's FWS-ON Requirements Report

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

ii. Final Allocation Letter

Each participating institution will be sent a Federal Work-Study On-Campus Program Final Allocation Letter via PageCenter (“WORKSTDY” application, pageset MFJJ030) once the allocations have been finalized.

NOTE: Final FWS-ON allocations are contingent upon passage of the Commonwealth Budget.

C. Use of Program Funds

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

D. Student Eligibility

Refer to ED's Federal Student Aid Handbook for more information concerning FWS employment.
E. Disbursement of Funds

Provided the institution has an executed MPPA with corresponding Schedule and has submitted a Federal Work-Study On-Campus Program Allocation Request Form, a Federal Work Study On-Campus Program Requirements Report, and the ACH Authorization Agreement (see Approval for Participation), and has no outstanding program reports from previous years, PHEAA will disburse the institution's FWS-ON allocation on the following schedule:

- PHEAA will disburse 50 percent of the institution's FWS-ON allocation in September. PHEAA will continue to disburse FWS-ON 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-ON allocation in January. 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.

**NOTE:** PHEAA will withhold disbursement of funds for all institutions that have not returned a complete copy of the required annual reporting (allocation request form and requirements and year-end reports) until all forms are returned.

All FWS-ON funds are disbursed via electronic fund transfer which requires the institution to have an approved PHEAA ACH Authorization Agreement on file with PHEAA. The PHEAA ACH Authorization Agreement can be requested by emailing PHEAA's Financial Management division at fmeftadmin@pheaa.org or by calling 717-720-2168.

PHEAA reserves the right to withhold disbursement to an institution that is closing or is on a restriction or oversight by the ED for participating in any Title IV program. PHEAA also reserve the right to withhold any disbursements to an institution if the accrediting agency suspends or cancels approval for the school. PHEAA will exercise this right to determine the eligibility of the institution to receive further funding. Any questions regarding holding disbursement should be directed to PHEAA via email to matchingfunds@pheaa.org.

F. Institution Reporting: FWS-ON Year-End Report

Institutions that receive a FWS-ON disbursement are required to provide PHEAA with an FWS-ON Year-End report. This report is provided via PageCenter (Pageset MFGT150) in May. The following information is requested via the Year-End report:

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

The deadline to return the Federal Work-Study On-Campus Year End Report is August 1. If all FWS-ON 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 On-Campus Year-End Report may be returned prior to June 30. Failure to submit the Year-End report will result in a disbursement hold for all subsequent program years and an administrative finding.

G. Refund Information

Participating institutions must refund any unused FWS-ON 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 On-Campus 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, send an email identifying the refund as “Matching Funds On-Campus Program” to FMGrants@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

H. Retention of Records & Program Review

In accordance with these guidelines, all institutions are required to retain all records necessary for the certification of student eligibility and disbursement of the FWS-ON funds for at least 5 years from the date on which the institution completes certification of the reconciliation roster. These records may be requested and examined as part of the Program Review process of PA State Grant and Special Programs by PHEAA. Findings in the Program Review of the FWS-ON Program may result in refunds to PHEAA and/ or be considered in combination with other PHEAA-administered program findings to determine the institution’s aggregate total of administrative findings. Four or more administrative findings indicate a high error rate, and the applicable review will be scheduled for the next academic year.

Below are examples of Program Review findings for FWS-ON:

- Missing program reporting deadlines
- Mismatched program funds
- Failure to return unused funds by the deadline
Appendix A

PageCenter Reports
The following FWS-ON reports are placed in the institution's PageCenter mailbox:

- **FWS-ON Allocation Request Form** (Pageset MFJIV30) – The Allocation Request Form is completed and submitted by institutions to request funds for the upcoming academic year. The report must be returned to PHEAA by June 30 directly preceding the academic year.

- **FWS-ON Final Allocation Letter** (Pageset MFJJ030) – The Allocation Letter is sent to institutions, usually in September, to notify officials of the amount of funds allocated to the FWS-ON Program at the institution.

- **FWS-ON Requirements Report** (Pageset MFJIX30) – The Requirements Report is completed and submitted by institutions to verify the availability of FWS funds for the upcoming academic year. The report must be returned to PHEAA by June 30 of the preceding academic year.

- **FWS-ON Year-End Report** (Pageset MFGT150) – The Year-End Report is completed and submitted by institutions to verify the usage of the total FWS-ON disbursed funds for the academic year. Reports are generated to the institution's PageCenter mailbox in June and are due August 1.
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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