PHEAA Federal Work-Study On-Campus Program
2022-23 Program Guidelines
## Document Changes

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Introduction

The PHEAA 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 2022-23 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. Institution 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 an 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 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 fmefadmin@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
   - Federal Work-Study On-Campus Requirements Report; 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 2021-22) 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.

2. Submit a completed Federal Work-Study On-Campus Program 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.

   **NOTE:** Institutions no longer wishing to participate must notify PHEAA of their intent to withdraw in writing by sending an email to matchingfunds@pheaa.org. Withdrawing institutions are still required to submit the Year-End Report for the prior academic year.

B. Program Participation Process

All institutions must have a signed and executed Remote Access Agreement (RAA) and Authoritative Source (AS) 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 AS 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.
- **Document Library** is an online repository, storing and organizing documents such as program guidelines and memos.
MyFileGateway is a web-based product that allows for the sharing and transferring of files between PHEAA and the institution through secure mailboxes. Users can upload to and download from only those mailboxes to which they have access.

For additional information on how to access and use PHEAA systems, visit PHEAA.org/SGSPResources. Specific documents can be found by clicking State Grant and Special Program Resources, then General SGSP Resources.

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, 2022–June 30, 2023). 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. Failure to return the required reporting in a timely manner may result in forfeiture of allocated funds.

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 (“A. Institution Eligibility” on Page 4), 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 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 withholding disbursements 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 forfeiture of allocated funds for 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 paid to PHEAA, identified as “Matching Funds On-Campus Program” in the memo line 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:

    M&T Plaza
    345 Main Street
    Buffalo, NY 14203

**H. Administrative Capability, Retention of Records & Program Review**

All institutions must comply with all other administrative requirements promulgated by PHEAA. Institutions are expected to demonstrate administrative capability in regard to the program. Administrative capability includes maintaining an adequate number of staff, as well as ensuring proper internal training of staff managing the program. Resources that institutions can utilize as part of their internal training of new staff are available on PHEAA.org/training, as well as in the Document Library.

In accordance with these guidelines, all institutions are required to retain all records necessary for the certification of disbursement of the FWS-ON funds for at least 5 years from the date the institution submits the completed Year-End Report. 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 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 intuitions, 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.

- **SGSP Items Due to PHEAA Report** (PageSet LWT41LWT41R3) – The SGSP Items Due to PHEAA Report provides schools and employers with a list of outstanding rosters, reports, and refunds due to PHEAA across most PHEAA-administered programs. The report generates nightly, using PageSet LWT41LWT41R3 in the institution's WORKSTUDY application folder.

- **SGSP Institutional Contacts Report** (PageSet LWR45LWR45R2) – The SGSP Institutional Contacts Report, available via the WORKSTUDY application within an institution's PageCenter mailbox, is designed to ensure that the delivery of important program communication is sent to the appropriate staff by providing a monthly list of the current institutional contacts on file for PHEAA-administered programs. So that the correct personnel at your institution can receive information needed to resolve operational and processing issues and find out about PHEAA-developed resources and events, it is critical that your institution regularly review the contacts listed and email the appropriate program inbox with any corrections and adjustments. Review subsequent reports to confirm that the updates were made. You may also contact PA State Grant & Special Programs staff for confirmation and additional details.
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 PA 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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