

Contents

Introduction	1
WORK-COLLEGES PROGRAM	1
<i>Allowable Costs</i>	2
Chapter 1: Participation, Fiscal Procedures, and Records	5
PROGRAM PARTICIPATION AGREEMENT	5
CASH MANAGEMENT	5
ALLOCATION AND REALLOCATION	6
USE OF ALLOCATED FUNDS	6
<i>Community Service Jobs</i>	6
TRANSFER OF FUNDS	7
LIMITATIONS ON USE OF FUNDS CARRIED FORWARD OR BACK	8
FEDERAL SHARE LIMITATION	9
NONFEDERAL SHARE	11
OFF-CAMPUS AGREEMENTS	12
ADMINISTRATIVE COST ALLOWANCE (ACA).....	13
RECORD-KEEPING REQUIREMENTS	14
<i>Payroll Records</i>	14
<i>Job Descriptions</i>	16
<i>Reading and Mathematics Tutors and Family Literacy Activities</i>	16
Chapter 2: Selecting Recipients & Assigning Jobs	19
GENERAL STUDENT ELIGIBILITY REQUIREMENTS.....	19
ASSIGNING JOBS	19
EMPLOYMENT CONDITIONS AND LIMITATIONS.....	20
FWS EMPLOYMENT DURING PERIOD OF NONATTENDANCE	21
Chapter 3: Calculating FWS Awards	23
DETERMINING THE FWS AWARD AMOUNT	23
FWS OVERAWARDS AND RESOURCES	25
Chapter 4: Paying Students	27
ESTABLISHING WAGE RATES.....	27
PAYMENT FOR TRAVEL AND/OR TRAINING	28
DISBURSEMENT	28
PAYMENT DIRECTLY TO STUDENT ACCOUNTS	30
HOLDING EXCESS FWS FUNDS ON BEHALF OF STUDENTS	30
GARNISHMENT OF WAGES	31
Chapter 5: Types of Employment	33
COMMUNITY SERVICE JOBS	33
<i>How are community services defined?</i>	33
<i>What is a family literacy project? How are family literacy activities defined?</i>	35
<i>Employing FWS Students as Reading and Mathematics Tutors</i>	36
What are the requirements to be a ‘reading tutor’ or ‘math tutor?’	36
What is a ‘pre-school age child?’	37
What setting must the tutoring take place in?	37

Can FWS students tutor children in parochial schools?	37
Should tutors be trained?	37
Can students be paid while in training?	37
Can students be paid during preparation and evaluation activities?	38
Will a tutoring job always satisfy the community service requirement?	38
What if the FWS student is performing related administrative tasks or works another FWS job?	38
How can my school start placing FWS students as tutors?	39
WORK ON CAMPUS	39
ON OR OFF CAMPUS WORK FOR PROPRIETARY SCHOOL	40
WORK OFF CAMPUS FOR NONPROFIT OR GOVERNMENT AGENCY	41
WORK OFF CAMPUS FOR PRIVATE FOR-PROFIT COMPANIES	43
TERMS USED IN THE DEFINITION OF COMMUNITY SERVICES	43
LIST OF AGENCIES, INSTITUTIONS, AND ACTIVITIES INCLUDED IN THE DEFINITION OF COMMUNITY SERVICES	44

Chapter 6: Job Location & Development..... 47

JLD PROGRAM PARTICIPATION	47
STUDENT ELIGIBILITY	48
USE OF FWS ALLOCATION FOR JLD PROGRAM	48
USE OF JLD PROGRAM FUNDS	48
FEDERAL SHARE LIMITATION	48
ALLOWABLE PROGRAM COSTS	49
STUDENTS AS STAFF IN THE JLD PROGRAM OFFICE	50
JLD REPORTING ON THE FISAP	50
MULTI-INSTITUTIONAL JLD PROGRAMS	50

Appendix A: Model Off-Campus Agreement..... 53

Appendix B: Need Assessment for FWS Community Service Program 57