



## How to Become an Off-Campus Federal Work Study Employer?

Georgetown University Student Employment Office  
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057  
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Thank you for your interest in participating as an off-campus employer with Georgetown University's Federal Work-Study program. The following information is provided to address frequently asked questions regarding the program.

**What is Federal Work Study?** Federal Work Study (FWS) is a federally funded financial aid program established to provide students with demonstrated financial need an opportunity to defray the cost of higher education through part-time employment. The FWS program provides employers with vital student support while providing students with invaluable employment opportunities and experience.

Eligible students receive a FWS award as part of their financial aid package each academic year. Students with a FWS award can work in on-campus jobs, or off-campus at approved program sites, referred to as agencies. Georgetown's off campus program works with private, nonprofit agencies and public, governmental agencies that provide employment opportunities that are either academically related, or meet the federal community service regulations, or both.

*Due to the COVID-19 pandemic and the Corona Virus Aid Relief and Economic Security Act (CARES Act) of 2020, Georgetown University is permitted to provide 100% reimbursement of the students gross earnings up to the students maximum award amount.*

**How to Participate:** Approval to participate in Georgetown's off-campus FWS program involves a review of the proposed Job Description(s) as well as the mission and scope of work of the agency itself. The agency must document its nonprofit or public status and submit a copy of its most recent annual report, mission statement, and other relevant information. Agencies must have at least 2-3 positions available to be considered.

**Types of work:** The FWS program regulations stipulate that work to be performed must be "in the public interest" – of benefit to the nation or the community, not for a particular interest or group; must not result in the replacement or displacement of employed workers; must not involve religious worship; must not involve lobbying; and must not involve any partisan or non-partisan political activity associated with a candidate or group in an election for public or party office.

Also in accordance with federal program guidance, a portion of Georgetown's off-campus program focuses on opportunities for eligible students to perform work that meets the community service regulations. Community services are defined as those services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, to include work in areas such as health care, child care, literacy training, education, welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

**Program Contracts and Hiring Documents:** Upon approval, each agency will be issued a set of contracts that must be completed and submitted to the Student Employment Office before any student can be hired by that agency. In addition, each student will need to complete a set of hiring documents that must be submitted before the student can begin working for the agency.

**How Students Find Jobs:** Georgetown allows FWS-eligible students to select the job(s) that they are most interested in pursuing. Students make direct contact with the organization based on the information submitted on the job posting, which is advertised on a secure website. Approval to participate as an off-campus agency does not guarantee that students will inquire about available jobs.



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**Agency Financial Responsibility:** *The CARES Act of 2020 allows Georgetown's off-campus FWS program to provide a 100% wage subsidy to the earnings of eligible students. The agency is responsible for 100% gross earnings that exceed students' FWS awards as well as for 100% of the employer matching share of FICA tax (7.65%) when applicable.* Each agency will receive an invoice for charges on a quarterly basis, with full payment due no later than 45 days after each billing date. Organizations that are delinquent in payment will have both current and future FWS placements suspended until full payment of the amount due has been received. Georgetown reserves the right to require an initial deposit to be applied against employer matching charges for any participating agency.

**Other Agency Responsibilities:** The agency is responsible for interviewing, hiring, training, and supervising each FWS student employee's activities, and ensuring that work is performed in a satisfactory manner. During periods of regular enrollment, it is recommended that students do not work more than 20 hours per week. During vacation breaks and summer, students may work 40 hours or more per week and are entitled to overtime pay for any hours worked in excess of 40 per week. The agency is allowed to set the hourly rate of pay for each type of job available to FWS students.

**Keeping Track of Time Worked:** FWS student employees are paid on an hourly rate basis for actual hours worked. Students may not be paid for any time spent traveling to or from the work site. Students' hours worked for the agency are recorded each day on off-campus timesheets and are submitted to the Student Employment Office at the conclusion of each biweekly payroll period, according to our processing schedule. Georgetown's payroll periods begin on Mondays and end on Sundays. Established deadlines for submission of timesheets must be observed, and lack of compliance will be cause to terminate the contract.

**Paying Students:** Participating agencies do not make payments directly to FWS students. Students receive a biweekly paycheck from Georgetown University. Checks for students participating in the off-campus FWS program are distributed from the Student Employment Office. Students are strongly encouraged to use direct deposit to receive their pay.

**Calendar and Further Information:** The largest numbers of students seek employment at the beginning of the academic year – mid August through September. Smaller groups of students seek jobs at the start of the second semester in mid-January. The University reserves the right to limit the number of agencies or jobs in the off-campus program based on administrative capacity as well as the calendar information described above.

**How to Apply:** To apply to become an Off-Campus Federal Work Study Employer, agencies must submit the following:

- ❖ Letter of interest
- ❖ Job descriptions that include the duties and responsibilities of the FWS students
- ❖ Number of positions anticipated to be filled – *must be at least 2-3*
- ❖ Documentation of nonprofit or public status
- ❖ Copy of the most recent annual report
- ❖ Mission statement
- ❖ Any other relevant information describing the agency.

Application materials can be submitted to [finseo@georgetown.edu](mailto:finseo@georgetown.edu).