

## Federal Work-Study Guidelines

### Overview

The Higher Education Amendments of 1992, which amended the Higher Education Act of 1965 (HEA), attempts to reincorporate community service in the Federal Work-Study (FWS) program. It now has been amended to read:

...and to encourage students receiving Federal student financial assistance to participate in community service activities that will benefit the Nation and engender in the students a sense of social responsibility and commitment to the community.

Beginning in July 1994, the U.S. Department of Education required that 5% of every institution's Federal Work-Study (FWS) funds be used to compensate students engaged in community service work-study jobs.

### Definition

The Higher Education Amendment of 1992 defines community service as services that are...designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs...

The following areas of service are included in the Higher Education Amendments of 1992 (P.L. 102-325 Section 441, Part C):

- health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development and community improvement
- work in service opportunities or youth corps and specified services for agencies as designated in the National and Community Service Act of 1990
- support services for students with disabilities
- mentoring, including activities such as tutoring, supporting educational and recreational activities and counseling (including career counseling)

### University Responsibilities

The office provides students with "one-stop shopping", housing all information regarding community service, work-study and volunteering in one location.

- Ensure that the program meets important community needs, consistent with the community service legislation.
- Choose community agencies that are committed to providing students with substantive position that will enhance their educational experiences.
- Ensure that students are screened and oriented before and during their placements.
- Provide students with an opportunity to reflect on their service through journal writing, small discussion or structured conversation with agency staff.
- Develop an evaluation form that assesses student and agency satisfaction.

### Amendment (FY 2000)

- Institutions must allocate 7% of total funds for community service jobs.
- Institutions *must* have a child or family literacy program where eligible students are paid with FWS money to tutor.
- Students may earn wages for time spent traveling to and from work and for training.
- Federal share jumps to 90% (100% waiver for America Reads remains). However no more than 10% of colleges work study participants can be employed in positions for which the federal share exceeds 75%.