



Financial Aid, Scholarships & Veterans Services FEDERAL WORK-STUDY (FWS)

Checklist for Federal Work Study Supervisors

- 1. Job Announcement/s:** In order to be a FWS Supervisor, one must have a FWS job announcement on file in the Financial Aid & Veterans Services office. Please contact Stephanie Roxson at sroxson@deltacollege.edu or Alma Ponce at aponce@deltacollege.edu for the link to the forms.
- 2. Interview Student:** Student must have the approval from the Financial Aid office to begin the FWS process and should bring either a FWS Packet or a blue award slip to the interview. If the student is not awarded FWS, please direct them to the Financial Aid window in the DeRicco Lobby.
- 3. FWS Referral:** Section II of the FWS referral must be completed and signed by the Supervisor and Division Chair. If you don't know your Kuali Account #, Kuali Object Code or General Fund Account contact your division office or Fiscal Services at 209-954-5022.

*If the student is in the CalWORKs program, they will need to get a different referral. Please refer the student to contact Selina Mendoza in the CalWORKs department at 209-954-5759 for further instructions.

- 4. Completed Referral:** Give the completed FWS Referral back to the student and have them turn it into the Financial Aid window in person.
- 5. Employee Orientation:** If the student is new to FWS, remind them to attend the Human Resources Employee Orientation. The information is in the FWS Packet. All FWS students must be cleared through HR before they can begin work.
- 6. Approval e-mail:** An email will be sent to the Supervisor with the approval for the student to begin work. A copy of the FWS Referral form will be sent via email or via campus mail for your records.
- 7. Time Card:** It is the **responsibility** of the Supervisor and the student to keep track of hours worked on the student's time card. Earnings in EXCESS of the FWS award are charged back to the employing department as non-subsidized student employment for which the department assumes 100% liability for the student's wages.
- 8. Termination:** If the student is terminated for any reason, the Supervisor must complete a FWS Termination Form and return to Stephanie Roxson or Alma Ponce in Financial Aid & Veterans Services.

Important Information

FWS Students:

- Must be enrolled in a minimum of 6 units and maintain Satisfactory Academic Progress.
- Can work up to 20 hrs. per week during school/ 8 hrs. per day/40 hrs. per week during breaks (Not RECOMMENDED, Funds deplete sooner). CalWORKs Students **CAN'T WORK** 8 hrs. per day/40 hrs. per week during breaks.
- Students can work up to 2 on-campus jobs. If the student is working 2 jobs, the maximum hours cannot be more that stated in the second bullet.
- All FWS Forms and information can be found on:
<https://www.deltacollege.edu/student-services/financial-aid-and-scholarships/types-financial-aid/federal-work-study>