



Category:  
Student Affairs

Responsible Office:  
[Enrollment Management](#)

**Other Requirement Title:**

Federal Work Study Program Agreements with Off Campus Agencies

Document Number:  
3401

Effective Date:  
April 01, 2004

This procedure item applies to:  
State-Operated Campuses

**Table of Contents**

- [Summary](#)
- [Requirement](#)
- [Related Procedures](#)
- [Forms](#)
- [Definitions](#)
- [Other Related Information](#)
- [Appendices](#)

---

**Summary**

Following Federal program regulations, [42 U.S.C. §2751](#) (Federal Work-Study Programs), this document describes how State University of New York (University) campuses enter into agreements with eligible organizations for the purpose of enabling qualified students to participate in the Federal Work-Study program. Students who qualify for Federal Work-Study Program funds may be employed on the campus. In addition, qualified students may be provided work opportunities by eligible public or private organizations where such organizations provide the necessary matching funds.

---

**Requirement**

Following Federal program regulations, [42 U.S.C. §2751](#) (Federal Work-Study Programs), this document describes how State University of New York (University) campuses enter into agreements with eligible organizations for the purpose of enabling qualified students to participate in the Federal Work-Study program. Students who qualify for Federal Work-Study Program funds may be employed on the campus. In addition, qualified students may be provided work opportunities by eligible public or private organizations where such organizations provide the necessary matching funds.

The work performed by qualified students for eligible organizations participating in this program -

1. will be work for which the organization's funds are available;
2. will not result in the displacement of the organization's employees or impair its existing contracts for service;
3. will be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical location, and educational level and proficiency of the student and any applicable federal, state or local legislation;
4. will not involve the construction, operation, or maintenance of a facility to be used for sectarian instruction

or for religious worship;

5. will not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office;
6. will not fill jobs that are vacant because the organization's regular employees are on strike;
7. will not include employment for the U.S. Department of Education; and
8. will where possible, be related to each individual student's educational objectives and background.

#### Procedures

1. The U.S. Department of Education has prepared a standard Federal Work Student Model Agreement (see Form A) for use between campuses and off-campus organizations eligible to employ qualified students under the Federal Work-Study Program. There is no need for approval of these agreements by System Administration, the offices of the New York State Attorney General or the State Comptroller.
2. Each completed agreement must have executed and appended the Standard Contract Clauses State University of New York – Exhibit A (see Appendix A).
3. The completed Agreement, including Exhibit A, must be retained by the campus and made available for inspection by state or federal authorities during an audit or program review.

---

### Definitions

There are no special definitions relevant to this requirement.

---

### Related Procedures

There is no related procedures relevant to this requirement.

---

### Forms

[Form A](#) – Federal Work Student Model Agreement (Federal Work Study Manual, Appendix A)

---

### Other Related Information

[42 U.S.C. §2751](#) (Grants for Federal work-study programs)

[CFR 675.20\(b\)\(1\)](#) (Eligible employers and general conditions and limitation on employment)

[CFR 675.26\(a\)\(2\)](#) (FWS Federal share limitations)

---

### Appendices

- Standard Contract Clauses State University of New York - Exhibit A

