



Dear Federal Work-Study Supervisor,

Federal Work-Study (FWS) awards have been posted to the student's CUNYfirst account which they can view. Students are advised to accept their FWS award (fall/spring) immediately as funding is limited based on specific fiscal limits. The Federal Work-Study Program for Fall 2017 - Spring 2018 will commence on August 25, 2017, which coincides with the first day of the fall semester. Supervisors who would like to list positions must complete and submit the on-campus FWS Student Request Form to the Brooklyn College Office of Financial Aid located in 308 West Quad Center. Please be reminded that students may select from approved on and off campus FWS positions. Submission of a job request does not guarantee the position will be filled as there are always more jobs available than students who participate in the program.

There will be an opportunity for early placement during July and August prior to the onset of the fall semester. Therefore, all forms received by July 3rd will be made available as of the early placement period in July. Forms received after that date will be added to the listings for eligible students to view at the time of their placement appointment. It will be important for the FWS supervisor and student employee to discuss the best way to utilize the FWS award for each term as funding remains extremely limited.

Inquiries have been received about FWS placement for the summer. Federal Work-Study awards are made for the fall and spring semesters. Students who have a FWS award for Fall 2017 may request to utilize all or a portion of those funds during the summer. Students requesting to return to their job site from 2016-2017 should speak with their former FWS supervisor and the FWS staff for specific placement procedures. Placements are available off-campus with CUNY affiliated sites for continuing students who did not work during the 2016-2017 academic year. Students who fully utilize their FWS award in the summer will not have funds for the fall semester as increases are not anticipated to be available. Students with FWS for the Spring 2018 semester will not be able to access those funds until that term.

Eligible students with a Federal Work-Study award for Fall 2017 will be seen only by appointment for job placement. The tentative placement schedule is listed below.

Placement Dates: On-Campus, Off-Campus and PSC (Public Service Corps) Placement

Early Placement (Continuing students who want to use Fall 2017 FWS funds during the summer and/or complete placement to start work as of the 1st day of the Fall 2017 semester)
July 5, 6, 7, 10, 11, 12, 31 and August 1, 2 and 3

Fall Placement: August 28, 29, 30, 31 and September 6, 7, 11, 12, 13, 14, 18, 19, 20, 25, 26, 27, 28
October 3, 4, 5, and 10

As the prospective FWS supervisor, you are responsible for interviewing each student to determine if they are suitable to be hired for the position (skills, available work schedule, etc.). Students must complete and return the FWS Program Student/Employer Acknowledgments form, Form I-9 and supporting documents to the FWS Staff in the West Quad Center. **A New York State Department of Labor Form will be issued to the student indicating employment authorization date to begin work. The student may not begin work as an FWS employee prior to that date. If you have the student work before the date indicated your job site will be responsible for payment of wages. Retain a copy of this form with other placement and payroll documents. Attach a copy of the Labor Form to the 1st time sheet submitted for each student hired.**

Please contact the office at x5178 should you have any questions.