To: FWS Supervisors  
From: Millicent Grant  
Re: Federal Work-Study Program

The Federal Work-Study Program for Fall 2012 - Spring 2013 will commence on August 27th, which coincides with the first day of the fall semester. Placement for on-campus positions will begin on August 27, 2012. Students will be seen only by appointment for job placement. Current FWS supervisors may complete the FWS Student Request Form and forward both pages to the Brooklyn College Financial Aid Office via interoffice mail or fax (718-951-4778). All information must be typed. Prospective FWS supervisors who would like to list positions must attend an information session prior to submitting the on-campus FWS Student Request Form. All forms must be returned by August 2nd to be available to students at the time of their placement appointment. Prospective supervisors are advised to contact the office to indicate their interest in attending an information session.

Please be reminded that the FWS supervisor is responsible for interviewing each student to determine if they meet the requirements (skills, available work schedule, etc.) to be hired for the position you have on file. Students must complete and return the FWS Contract, Form I-9 and supporting documents to the FWS staff at the job placement site before starting work. A New York State Department of Labor Form will be issued to the student indicating employment authorization and approved date to begin work. You must obtain a copy of this document from the student before you can allow any work to be performed. The FWS supervisor should retain a copy of this form with other placement and payroll documents for the required five years. Attach a copy of the Labor Form to the 1st time sheet submitted for the first payroll period worked for each student hired.

Inquiries have been received about FWS placement for the summer. Federal Work-Study is awarded for the fall and spring semesters. Continuing students who have a FWS award for 2012-2013 may request to transfer these funds to the summer. Placements are available off-campus with CUNY affiliated sites. However, students requesting to return to their job site from 2011-2012 should speak with the supervisor and the FWS staff for specific placement procedures. Students who utilize their FWS award in the summer cannot be guaranteed additional funds for the upcoming fall/spring terms. The FWS supervisor must provide the student with a letter on Brooklyn College stationary, indicating the total number of hours the student will work for the summer and that additional FWS funds are not guaranteed for the Fall 2012 or Spring 2013 semesters. The student must contact us at (718) 951-5178 after June 14th, in order to make an appointment for job placement.

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