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# OFFICE OF STUDENT FINANCIAL AID

## OFF-CAMPUS FEDERAL WORK-STUDY COMMUNITY SERVICE PROGRAM

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### INVESTING IN CENTRAL OHIO

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#### 2012-2013 RENEWAL AGENCY APPLICATION

#### MISSION STATEMENT

Our primary mission is to provide diverse community service opportunities to Federal Work-Study eligible students by partnering with non-profit service agencies to develop positions that improve conditions within the central Ohio community. These positions promote social and economic progress and general public welfare and improve the quality of life for community residents, particularly low-income residents.

Additionally, we hope to provide Federal Work-Study students with experiences that will immerse them in diverse social environments, thereby encouraging compassion and empathy for community residents at all socioeconomic levels and contributing to the betterment of society.



## BACKGROUND

### FOUNDATIONS

The Ohio State University aspires to be one of the world's great public research and teaching universities. The Academic Plan provides a road map to reaching this ambitious goal through six core strategies. One of these strategies charges the university community with Building Ohio's Future.

Aligning with this strategy are the requirements put forth by the United States Department of Education regarding the off-campus Federal Work-Study program. Regulations require that community service positions be designed to "improve the quality of life for community residents, particularly low-income individuals." Regulations go on to state that "work performed must be in the public interest. Work in the public interest is defined as work performed for the welfare of the community, rather than work performed for a particular interest or group."

These requirements stem from the creation of the Federal Work-Study program by the United States Congress as part of The Economic Opportunity Act of 1964. This act was designed to enable students of limited economic means access to post-secondary education. The program was intended to "stimulate and promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of the earnings from such employment to pursue courses of study at such institutions."

### VISION

Our goal and vision for this program derives from these foundations. We hope to intentionally align our goals with the larger plan for the university, maintain compliance with federal regulation as mandated by the Department of Education, and support the spirit with which the Federal Work-Study program was created. By doing so, we believe that the university, community, and students of this institution will benefit greatly.



## OFF-CAMPUS FEDERAL WORK 2012-2013 ANNUAL RENEWAL APPLICATION

The Federal Work-Study Program is a federally funded financial aid program administered by The Ohio State University and is designed to assist students in meeting the cost of post-secondary education through work experiences.

To be considered as an employer, your agency must be a public or private non-profit agency working in the public interest, serving the needs of the local community. Your agency's eligibility will be determined when you return the Application Form and additional required materials. This application process is an annual process through which eligibility will be determined yearly. **Selections for the 2012-2013 academic year will be announced during the 1<sup>st</sup> week of March, 2012.**

If your agency is approved for continued participation in this program, we will arrange a site visit in the event that your agency has moved to a new physical location or a new contact will be responsible for this program. Otherwise, since we have previously visited your agency, no site visit will be needed. We are always glad to meet with you, however, if you would like to review any aspect of the program or your participation in it.

Agencies ARE NOT authorized to hire students for the **2012-2013** academic year until all necessary paperwork is received and processed, including the contract. The contract and addendum will be e-mailed to you with directions for signing and returning to our office. You will receive a fully executed copy of the contract by U.S. Mail. At that point, you may hire students. The **2012-2013** academic year begins with summer term. For Ohio State law students, this date is mid-May 2012, and for the rest of the student population it is July 1, 2012.

**Applications are due December 30, 2011.** Please contact Goldean Gibbs at 292-4951 or [gibbs.118@osu.edu](mailto:gibbs.118@osu.edu) with any questions about this application or the program.

**PLEASE NOTE:** Current levels of administrative support will not allow us to partner with as many agencies in 2012-2013 as we have in the past. We will select agencies with reference to their community service relevance, our perception of their relevance to our students' interests, and their demonstrated success at handling the administrative procedures associated with employing Federal Work-Study students.

If you are selected as an employer, you may be required to cover 25% of your students' hourly wage plus Workers' Compensation premiums. A final determination of the funding requirements will be made before contracts are signed and you will have the opportunity to decline to partner with us if you do not want to pay any required charges.

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE CONSIDERED.**



# OFF-CAMPUS FEDERAL WORK-STUDY 2012-2013 ANNUAL RENEWAL APPLICATION

## Basic Agency Information

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_ Job Title: \_\_\_\_\_

Primary Contact Phone #: \_\_\_\_\_ Primary Contact Fax #: \_\_\_\_\_

Primary Contact email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Job Title: \_\_\_\_\_

Secondary Contact Phone #: \_\_\_\_\_ Secondary Contact Fax #: \_\_\_\_\_

Secondary Contact email: \_\_\_\_\_

Check the categories that best describe the services of your organization (check all that apply):

<input type="checkbox"/> Aging and the Elderly	<input type="checkbox"/> Animals & the Environment	<input type="checkbox"/> Children & Youth
<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Hunger & Homelessness	<input type="checkbox"/> Social & Economic Welfare
<input type="checkbox"/> Other (please describe) _____		

Status of organization:	Yes	No	Applying
Government agency	_____	_____	
Non-profit	_____	_____	_____
Incorporated	_____	_____	_____
Tax-exempt	_____	_____	_____ (if yes, please attach a copy of your certificate of exemption)

Is your organization a part of a larger organization or are you allied with other non-profit agencies?  
If so, please give a brief explanation.

Please attach a copy of your agency's mission statement to your application.

MAIL TO:  
FEDERAL WORK-STUDY PROGRAM  
OFFICE OF STUDENT FINANCIAL AID  
4<sup>TH</sup> FLOOR STUDENT ACADEMIC SERVICES BLDG  
281 WEST LANE AVENUE  
COLUMBUS, OH 43210  
ATTN: GOLDEAN GIBBS

FAX TO: 614-247-8445  
E-MAIL TO: [GIBBS.I18@OSU.EDU](mailto:GIBBS.I18@OSU.EDU)



## OFF-CAMPUS FEDERAL WORK-STUDY 2012-2013 ANNUAL RENEWAL APPLICATION

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**Please answer the following questions on agency letterhead. Detailed and well thought out answers will be given highest consideration.**

1. What impact did your Federal Work-Study employee(s) have on your agency?  
Describe examples of how the work the students performed had a positive affect your agency and the community.
2. Assess and critique your agency's ability to meet the administrative requirements of the Federal Work-Study Program. If your agency has experienced difficulty, please explain what steps have been taken to remedy the situation.
3. Reflect on your agency's contribution to the educational experience and professional development of our student employees. What steps is your agency taking to enhance our students' educational experience and professional development? What has worked well, what has not worked well, and what do you plan to implement in the future?
4. Please provide your agency's most recent annual statement or, if not available, provide a copy of your annual budget.

**No supplemental materials will be considered.  
All application materials are confidential.**

**Please make sure that this application is fully completed and received at the Federal Work-Study Office by December 30, 2011. NO EXCEPTIONS will be made.**

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