



## David M. Einhorn Center for Community Engagement

# Community Work Study Program Sponsorship

The Federal Work Study (FWS) Program is a federally funded financial-aid program administered by Cornell University and the David M. Einhorn Center for Community Engagement. It is designed to assist students in meeting the cost of higher education by promoting access to meaningful work experiences. If you qualify as an eligible employer, Cornell may subsidize 75 percent of the wages you pay eligible student employees.

To qualify as an eligible employer, your agency must meet the following conditions:

1. Must be a public or private nonprofit agency, and work performed must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community.
2. Work is *NOT* in the 'public interest' if
  - it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
  - it involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
  - it is for an elected official, unless the official is responsible for the regular administration of federal, state, or local government;
  - it is work as a political aide for an elected official;
  - a student's political support or party affiliation is taken into account in hiring; or
  - it involves lobbying on the federal, state, or local level.
3. Positions must offer work experiences that are a **direct or indirect service to the community designed to improve the quality of life for its residents, particularly low-income individuals, or to solve particular problems related to their needs.**

**Your agency's eligibility will be determined when you return the completed Letter of Intent, job description(s), and accompanying paperwork.**

After confirming that your agency is an eligible employer, the Einhorn Center will post your job with the student employment office. Your agency will communicate with student applicants to coordinate an interview. The final hiring decision is yours alone. The agency or participating program needs to inform the Program Coordinator which candidate(s) they wish to hire, and direct students to contact us to sign up for a training.

Cornell University acts as the Paymaster and grants students and employers access to Workday to record and approve time according to the University's payroll schedule. Students receive payroll training at the start of their position. At the end of the semester (or at the end of the summer), your agency will be billed for its share of student's gross wages.

If you would like to participate, complete the Letter of Intent form and return it to the Einhorn Center with a description of the position(s) you would like to offer. Please note that the Letter of Intent does *NOT* constitute a contractual agreement.

**CORNELL WILL NOT MAKE ANY PAYMENT TO A STUDENT PRIOR TO ALL PAPERWORK BEING COMPLETED AND APPROVED BY THE EINHORN CENTER. THIS INCLUDES RETROACTIVE TIME SUBMITTED PRIOR TO RECEIPT OF THE APPOINTMENT CONFIRMATION EMAIL.**

A confirmation email will be sent with the subject line 'Appointment Confirmation' when a student is allowed to begin work. Students cannot work and will not get paid prior to this email. If you have questions about a student's eligibility to start working, contact the program coordinator at [cwsp-psc@cornell.edu](mailto:cwsp-psc@cornell.edu).

*(Letter of Intent Form on back)*

# Letter of Intent to Participate in the Federal Work Study Program

(This is NOT a contractual agreement)

Agency name: \_\_\_\_\_

I would like my agency to be considered an eligible employer under the Federal Work Study Program at Cornell University.

I certify that we are a (check one)

public nonprofit agency (local, state, or federal affiliated)

private nonprofit agency

**With this form, you must also submit the Job Description Form.**

Agency representative name: \_\_\_\_\_ Title: \_\_\_\_\_

**Statement of Purpose** (How does the agency's mission fit into the broader goals and mission of the program?)

Agency's address: \_\_\_\_\_

Agency phone #: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ Number of professional staff: \_\_\_\_\_

Agency director's name (print): \_\_\_\_\_

Agency director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After the position is approved, you will need to provide the following documents to complete employer eligibility:**

1. Federal work study agreement (contract)
2. Articles of incorporation
3. A copy of your letter from the IRS verifying your tax-exempt status
4. Certificate of Insurance

David M. Einhorn Center for Community Engagement  
Community Work Study Program  
300 Kennedy Hall | Ithaca, NY 14853  
P: 607-255-7882 | E: [cwsp-psc@cornell.edu](mailto:cwsp-psc@cornell.edu)