

# Design Your Own Internship Program

## Work Study Letter of Intent

The Federal Work Study (FWS) Program is a federally funded financial-aid program administered by Cornell University and Cornell Career Services and 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 up to 75% of the wages you pay your eligible student workers.

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

1. It 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 him or her; or
  - it involves lobbying on the federal, state, or local level.
3. Positions must offer 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 and accompanying paperwork and job description(s).**

After confirming that your agency is an eligible employer, Cornell staff will post your job on the Student Employment portal. Students will contact your office directly for an interview. The final hiring decision is yours alone. The agency or participating program needs to inform Nicole MacPherson which candidate(s) they wish to hire. She will then reach out to the student(s) with next steps.

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 beginning of their employment. At the end of the summer, your agency will be billed for its 25% share of students' gross wages.

If you would like to participate, complete this Letter of Intent form and return it to DYO Staff via Box upload here. with the complete Job Description Form for the position(s) you are offering. Please note that this 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 DYO PROGRAM ADMINISTRATORS.**

Employer and student will receive an Appointment Confirmation Email when the student is allowed to begin work. If you have questions about a student's eligibility to start working, contact Nicole MacPherson at [njm96@cornell.edu](mailto:njm96@cornell.edu). The Agency would be responsible for payment if the student begins working before the appointment has been confirmed by Cornell.

*(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.  
Upload to Box here once complete.**

Agency Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Agency Physical 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

Cornell University Program Contacts:

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