



# Off-Campus Employer Information Letter

Agency Name

In order to be considered to participate in The University of Texas at Austin Federal Work-Study (FWS) Program, interested non-profit employers (university student organizations cannot apply) must submit the following documentation to the Work-Study Office:

Please check off each box after you have reviewed all documents and are ready to submit your completed packet.

- |                                                                                    |                                                                                                          |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Federal Work-Study Agreement*                             | <input type="checkbox"/> Copy of IRS letter verifying agency's non-profit, income tax exempt status      |
| <input type="checkbox"/> Federal Work-Study Agreement Supplemental Form            | <input type="checkbox"/> General description of the agency (mission statement)                           |
| <input type="checkbox"/> Payee Information Form*                                   | <input type="checkbox"/> Proof of agency's "good standing" with Texas State Comptroller's Office         |
| <input type="checkbox"/> Taxpayer Identification Number and Certification Document | <input type="checkbox"/> Detailed description of duties FWS student will perform (e.g. job description)* |

\*Use attached UT documents

## Funding Information:

1. What percentage of funding is recurring – fixed amount/does not vary from month to month?

2. What percentage is derived from donations – not reliable/varies from month to month?

Our interest is in the agency's ability to pay our students at least once per month, as required by FWS regulations, for the hours worked. It can take our office up to 4 weeks to reimburse an agency for 70% or 100% of the gross wages it pays our FWS students. This means *the agency must be able to pay our FWS students whether they receive our reimbursement in time for their next payroll or not*. If an agency's primary source of funding is derived from donations, we must consider how our students might be affected when funding is limited due to a decrease in donations. A copy of the agency's most recent income tax return/financial report, if it breaks down the sources of income, is helpful.

## Facilities Information:

1. Where is the agency office located?

2. Would our students go to the agency office to interview and work?

3. If approved, what basic job duties would our students be performing (a brief job description would be helpful) and how would they be supervised (FWS regulations require proper supervision)?

For safety concerns, we do not allow our students to be interviewed or to work at a personal residence.



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Job Description, including specific duties or requirements:

How does your organization improve the quality of life for community residents?

How will this work-study position help your organization achieve that purpose?

My organization's services include:

*Please check all that apply.*

- ☐ Child care
- ☐ Civic education and participation
- ☐ Crime prevention and control
- ☐ Emergency/disaster preparedness and response
- ☐ Health care      ☐ Transportation
- ☐ Public safety      ☐ Welfare
- ☐ Recreation      ☐ Other
- ☐ Social services

If this work-study position is:

- A reading tutor for children in preschool or elementary school, or in a family literacy program that provides services for children from infancy through elementary school, their parents and/or their caregivers
- A math tutor for children in kindergarten through grade 9

Provide: \_\_\_\_\_  
Name/Location of Trainer

Tutoring Assignment Information:

*Name of school/location, on-site supervisor, grade level*

How will progress be measured?

OFA OFFICE USE ONLY: I verify that this position ☐ **does** ☐ **does not** meet the Community Service component of the Federal Work-Study Program as mandated by the Higher Education Act of 1965, as amended by the Higher Education Amendments through 2008. I further verify that this position ☐ **does** ☐ **does not** meet the criteria for classification as Tutor.

Community Service Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Fall: \_\_\_\_\_ Spring: \_\_\_\_\_



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## Facilities Information:

1. How many full-time and part-time employees are there, and of these, how many are paid and how many are not paid (e.g. volunteers)?

2. What is the turnover rate?

3. Will staff be there to ensure all FWS paperwork is accomplished accurately and in a timely manner, and to supervise our students?

Our concern is staff stability and student safety.

After the agency has provided the above documentation and information, and if its agreement is approved, our office will send them a signed copy of the approved agreement as well as information about our next information session, which all FWS employers are required to attend before being allowed to post and hire any of our FWS students.

Meanwhile, we encourage agencies to learn more about the Federal Work-Study Program at The University of Texas at Austin by reviewing our student employment website at [finaid.utexas.edu/work](http://finaid.utexas.edu/work) and view documents at [Off-Campus Employer Forms](#).

Please attach a document if you need additional space.