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MEMORANDUM

TO: Financial Aid Directors at Institutions Eligible to Participate in 2007-08 Florida Work Experience Program (FWEP)

FROM: Theresa Antworth

DATE: June 26, 2007

SUBJECT: Technical Assistance for First Time Participants in FWEP

The FWEP is a need-based program providing eligible Florida students work experiences that will complement and reinforce their educational and career goals. The 2007 Legislation amended the program expanding eligibility to students enrolled not only at state universities, community colleges, and private institutions but also in certificate programs of at least 450 clock hours at a career center operated by a district school board or an educator preparation institute.

In addition to your annual application to participate in all state funded financial aid programs, those institutions wishing to participate in FWEP must also annually submit on-line the **FWEP Allocation Request**. The deadline for 2007-08 is June 30, 2007 as outlined in Memorandum OSFA-State #06-07:19. This allocation request is important because program funding is limited and not all schools wish to participate due to the additional administration of student placements and salary payments that differ from other state funded financial aid programs. Last year only 21 of 91 eligible institutions chose to participate.

Some questions below may help you determine answers to the two questions on the Allocation Request:

- (1) Will you participate this year?**
- (2) And if so, how much do you estimate your institution could award to students in 2007-08?**

1. **Consider how many students have unmet need at your institution in eligible programs.** Students must file the FAFSA, however, there is no state deadline. Institutions may set their own deadline requirements as needed. If students are Pell eligible, they obviously have need, but this program does not limit awards to Pell eligible students only. Eligible students must demonstrate need after subtracting Expected Family Contributions (EFC) and Pell (if awarded) from students' cost of attendance.
2. **Consider how many on campus student employment positions your institution could use.**
3. **Consider the following when projecting a requested amount:**

A student working an average of 15 hours/week and being paid \$8.00/hour, would average \$1,800 for a semester, or \$3,600 for the year. Obviously more hours worked and increased pay/hour would increase costs. However, a limit of allowed hours to be worked would be determined by institutions on a student-by-student basis with sensitivity to work and study issues.
4. **Funds are limited this year to the state appropriation.** All participating institutions will share the \$1.5 million.
5. **Request an amount which you estimate would benefit your students need.**
 - a. If there is not enough funding to provide all schools their requested amount, a prorated amount will be allocated to each institution.
 - b. If you cannot spend that which you are allocated, you may return unused funds with no penalty.
6. **Points of interest:**
 - a. This is a decentralized program where each participating institution determines application procedures, deadlines, student eligibility (within state guidelines), and award amounts. Only the FAFSA is required, not the state financial aid application.
 - b. Institutions may reimburse elementary, secondary and **postsecondary** employers, **100%** of the student's hourly wages.
 - c. Other employers may be reimbursed **up to** 70% of the student's hourly wages. Any work location may be assigned to a student as many work experiences complement educational goals.
 - d. Program funds will furnish the full cost of all pre-employment requirements.
 - e. Employers will pay wages of no less than the **federal or state minimum wage**, whichever is greater; however, there is no maximum hourly wage limit. Fair market wages should be considered.
 - f. Institutions will report disbursements on-line or batch file to the Department within 30 days after the end of each term. Such reporting is the same for all state programs and instructions can be found in the Postsecondary Guide online at www.FloridaStudentFinancialAid.org .

Hopefully this technical assistance, in addition to the OSFA memorandum cited above, have answered many of your questions. Should you have additional concerns about participating in this program, please call me or Cynthia Williams toll-free at 1-888-827-2004, or email us at Cynthia.Williams@fldoe.org.