



California State University, East Bay  
Office of Financial Aid

**Strategies for Utilizing FEDERAL WORK STUDY (FWS) Funds**

<b>SUMMER</b>	<b>July</b>	<b>\$ 267.00</b>	<b><u>50% by 12/31 Rule:</u></b>	<b>WINTER</b>	<b>January</b>	<b>\$ 267.00</b>	
	<b>August</b>	<b>\$ 267.00</b>			<b>February</b>	<b>\$ 267.00</b>	
	<b>September</b>	<b>\$ 266.00</b>			<b>March</b>	<b>\$ 266.00</b>	
<b>FALL</b>	<b>October</b>	<b>\$ 267.00</b>		<b>50% of Annual FWS allocation by 12/31 is the <u>maximum</u> a student can earn in the first half of the fiscal year (Summer/Fall).</b>	<b>SPRING</b>	<b>April</b>	<b>\$ 267.00</b>
	<b>November</b>	<b>\$ 267.00</b>				<b>May</b>	<b>\$ 267.00</b>
	<b>December</b>	<b>\$ 266.00</b>				<b>June</b>	<b>\$ 266.00</b>
<b>Annual Total :</b>		<b>\$3,200</b>	<b>Annual Total : [800 x 4]</b>				

We recommend an earning pattern that nearly equals the quarterly allocation so the annual award is spread out evenly to all terms in a fiscal year (and all months) for eligible FWS students. Earnings in excess of your FWS student allocation are subject to being billed to your other non-FWS departmental funding. Do not allow FWS students to over earn their annual total, and do not allow FWS students to earn their annual award too quickly in a year (or earn too much consistently for several months).

**QUIZ:**

Q: A student brings you a **FWS Hiring Authorization Form (HAF)** with a date to begin working on September 17<sup>th</sup>, and that was five days ago; so how much do you think this student can work for the year, when should they begin working, and what do you think the Annual FWS Total for this student might typically be?

A: A student who can begin working on September 17<sup>th</sup> will likely have a full year award of \$3200 spread out over four quarters. The student may retain this full award IF they begin working and earning within the September pay period (before September 30<sup>th</sup>) – so a paycheck will be generated for the September pay period. If this is the case, this student may retain and earn the entire \$3200 award – and can earn up to \$1600 by December 31<sup>st</sup> as long as they remain enrolled full time and in good financial aid standing.

Q: What if the student in the question above does not begin working until October 2<sup>nd</sup>; how much do you think this student can now work for the year, and what do you think the Annual FWS Total for this student might become?

A: If the student in the question above does not begin working until October 2<sup>nd</sup> – that student has now LOST the opportunity to earn their Summer award (as no paycheck can be generated prior to the October pay period in the year under FWS funding); therefore, the correct amount that this student can now earn in the year is \$2400 for Fall, Winter and Spring Quarters only [Summer is now lost to this student, regardless of what the HAF might state that you received on September 22nd]. We need to go by the actual OSPP reported pay periods and data. As we discover these discrepancies within a year, your student’s FWS Annual Total will be adjusted.