

CHAPTER 18
IOWA WORK-STUDY PROGRAM
[Prior to 8/10/88, College Aid Commission, 245—Ch 18]

283—18.1(261) Iowa work-study agreement. Institutions are required to enter into an agreement with the commission which defines the manner in which the Iowa work-study program is to be administered. Agreements will be provided each September to eligible nonparticipating institutions, and institutions will have 60 days to sign and return the document to the commission in order to receive funds for the following school year.

283—18.2(261) Annual application. Institutions are required to submit annual applications which are distributed each fall for the following school year. Institutions must submit the applications to the commission by December 15. The applications will collect pertinent information from the institutions' federal work-study documents as well as other information the commission deems necessary to administer the program.

283—18.3(261) Award notices. The commission will annually provide tentative award information by March 20. Tentative allocations will be based on the institutions' applications, the institutions' relative need for funding, and the program's standing limited appropriation. Updates will be provided in the event of adjustments to the standing limited appropriation.

283—18.4(261) Final notices. The commission will annually provide final award notices within 30 days of receipt of all final reports from the schools to the commission.

283—18.5(261) Initial report. Institutions must submit initial reports by May 1 of each year. The report format will be developed by the commission to include estimates of the students served, funds used during the preceding fiscal year, and other basic information needed to prepare the commission's budget request for the subsequent school year.

283—18.6(261) Final report. Institutions must submit final reports by October 31 of each year in a format prescribed by the commission. The information reported may be based on the institutions' aggregate work-study data as long as institutions can document that state funds are provided only to Iowa residents. In addition, the commission will collect information necessary to determine the extent to which state-funded work-study jobs complement the students' education programs and career goals.

283—18.7(261) Administrative procedures. In order to facilitate efficient administration, the commission hereby adopts the federal work-study legislation and regulations. Institutions must administer state-funded work-study funds for Iowa residents in the same manner as the institution administers its federal work-study program except that state funds may not be transferred to another student aid program. These provisions include, but are not limited to, the following:

1. Need analysis,
2. Student budgets,
3. Wage and salary administration,
4. Civil rights requirements,
5. Employee benefits,
6. State workers' compensation laws, and
7. Social security requirements.

Federal work-study regulations are currently found at CFR 675 as of December 31, 1992.

283—18.8(261) Disbursement schedule. Funds will be disbursed in equal installments each September and January except that all institutional awards of less than \$50,000 will be disbursed in one September payment.

283—18.9(261) Matching funds. Institutions are required to provide at least 20 percent in institutional matching funds.

283—18.10(261) Due process. Students and institutional officials may appeal institutional or commission action in accordance with the commission's administrative rules, 283—Chapter 13.

283—18.11(261) Unused funds. The commission will reallocate unused funds and, if necessary, deduct any excess funds from an institution's subsequent award.

283—18.12(261) Summer employment. Funds may be used to provide part-time or full-time opportunities to students who are registered for classes at the institution for the succeeding school year.

283—18.13(261) Employment restrictions. The creation of work-study opportunities shall not result in the displacement of employed workers or impair or affect existing contracts for services. Monies used by an institution for the work-study program shall supplement and not supplant jobs and existing financial aid programs provided students through the institution.

This rule is intended to implement Iowa Code sections 261.1(5), 261.3 and 261.81 as amended by 1995 Iowa Acts, Senate File 206.

283—18.14(261) Iowa heritage corps.

18.14(1) Iowa heritage corps agreement. Institutions are required to enter into an agreement with the commission which defines the manner in which the Iowa heritage corps program is to be administered. Agreements will be provided each March to eligible nonparticipating institutions, and institutions will have 60 days to sign and return the document to the commission in order to receive funds for the following school year.

18.14(2) Annual application. Institutions are required to submit annual applications which are distributed each spring for the following school year. Institutions must submit the applications to the commission by April 30. The application will collect pertinent information the commission deems necessary to administer the program.

18.14(3) Award notices. The commission will annually provide award information by May 30. Allocations will be based on the institutions' application, the institutions' relative need for funding, and the program's appropriation.

18.14(4) Eligibility. An eligible student participating in this program will be entitled to receive wages, academic credit, and costs for all materials, supplies, travel, and other work-related expenses of the project.

18.14(5) Institutional obligation. The institution will pay, out of the funds allocated, 80 percent of the student's wage and cost of tuition for credits earned.

18.14(6) Agency obligation. The eligible agency that the student is placed with will match the remaining 20 percent of the student's wage, cost of tuition for credits earned, and the cost of materials, supplies, travel, and other work-related expenses of the project.

18.14(7) Final report. Institutions must submit final reports by October 31 of each year in a format prescribed by the commission. This information will be included in the institutions' annual work-study reports.

This rule is intended to implement Iowa Code section 261.81A.

283—18.15(261) Restrictions. A student who is in default on a Stafford Loan, SLS Loan, or a Perkins/National Direct/National Defense Student Loan or who owes a repayment on any Title IV grant assistance or state award shall be ineligible for assistance under the Iowa work-study program. Eligibility for state aid may be reinstated upon payment in full of the delinquent obligation or by commission ruling on the basis of adequate extenuating evidence presented in an appeal under the procedure set forth in 283—Chapter 5.

This rule is intended to implement Iowa Code section 261.15.

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