

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

283—18.1(261) Administrative procedures. To facilitate efficient administration, the commission hereby adopts the federal work-study regulations found at 34 CFR 675 as of December 31, 1992. Provisions of the federal regulations include, but are not limited to:

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.

A college or university must administer state-funded work-study funds for Iowa residents in the same manner as the college or university administers its federal work-study program, except that state funds may not be transferred to other student aid programs.

283—18.2(261) Student eligibility. A recipient must be an Iowa resident enrolled for at least three semester hours, or the trimester or quarter equivalent, in a program leading to a degree from an eligible Iowa college or university. The criteria used by the state board of regents to determine residency for tuition purposes, 681—1.4(262), and the Iowa department of education's "Iowa community college uniform policy on student residency status" are adopted for this program.

Funds may be used to provide part-time or full-time work opportunities to students registered for classes at the college or university for the academic year. For this program, academic year is defined as July 1 through June 30. Work opportunities may be provided during the summer to students who are enrolled for the upcoming fall term.

283—18.3(261) College and university eligibility. To be eligible to participate in the Iowa work-study program, a college or university must be an Iowa regent university, an Iowa community college, or a college or university eligible to participate in the Iowa tuition grant program.

18.3(1) *Application to participate.* An Iowa college or university requesting participation in the Iowa work-study program must apply to the college student aid commission using the commission's designated application.

a. Applicant colleges and universities shall provide the commission with documentation that establishes their eligibility as described in Iowa Code section 261.83 on application forms provided by the commission.

b. Colleges and universities seeking initial approval to participate in the Iowa work-study program must submit applications by January 1 for participation in the upcoming academic year.

c. Colleges and universities approved for participation in the program must sign an agreement provided by the commission that defines the manner in which the Iowa work-study program is to be administered.

18.3(2) *Annual application.* Participating colleges and universities are required to submit annual applications on forms provided by the commission. The applications shall provide pertinent information deemed necessary by the commission for administration of the program.

18.3(3) *Notice of change of status.* Any college or university which loses eligibility to participate in the Iowa work-study program, as described in 283—18.3(261), must immediately notify the commission. A college or university that fails to comply with this notice of change of status requirement may be required to return Iowa work-study funds to the commission.

18.3(4) *Reporting requirements.* Every college or university participating in the Iowa work-study program shall submit an annual report which includes student and faculty information, enrollment and

employment information, the amount of institutional matching dollars, and other information required by the commission as described in Iowa Code sections 261.9 through 261.16.

The commission's report format includes student-specific information, the number of students served, the amount of funds used during the academic year, and other information needed to prepare the commission's budget request for the next academic year. Student-specific information may include, but is not limited to, student name, address, social security number, number of hours worked, and the amount of the Iowa work-study award. Final reports must be submitted to the commission by July 31 of each year.

283—18.4(261) Award notices. The commission will annually provide award information based on college and university applications, each college or university's relative need for funding, and the program's appropriation. Updates will be provided in the event of adjustments to the appropriation or as a result of colleges or universities opting not to participate.

283—18.5(261) Disbursement schedule. Funds will be disbursed in equal installments at the beginning of each fall and spring term except that college and university awards of less than \$50,000 will be disbursed in one payment.

283—18.6(261) Matching funds. A college or university is required to provide at least 20 percent in institutional matching funds unless the college or university has received a waiver of the federal work-study match requirement from the federal government.

283—18.7(261) Due process. Students and college and university officials may appeal commission action in accordance with the commission's administrative rules, 283—Chapter 4.

283—18.8(261) Student award notification. The college or university shall notify work-study award recipients of the award. The award notification must clearly indicate that the award is funded through the Iowa work-study program and must include the award amount, the state program from which funding will be received, and notification that funding is contingent upon the availability of state funds. The college or university is responsible for completing necessary verification and for coordinating other aid to ensure compliance with student eligibility requirements and allowable award amounts.

283—18.9(261) Unused funds. The commission will reallocate unused funds and, if necessary, deduct any excess funds from an institution's subsequent award.

283—18.10(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. Moneys used by an institution for the work-study program shall supplement and not supplant jobs and existing financial aid programs provided to students through the institution.

283—18.11(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. A student's 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—Chapters 4 and 5.

These rules are intended to implement Iowa Code section 261.3.

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