



Career & Employment Services
Lane Community College
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Becoming an Off-Campus Federal Work-Study Employer

Thank you for your inquiry about participating as an off-campus employer with Lane Community College's Federal Work-Study program. If you are interested in becoming an off-campus Federal Work-Study employer, please read the following carefully and submit the appropriate materials to the Lane Community College's Career & Employment Services Office (CES). The following information is provided to address frequently asked questions regarding the program.

Eligibility Requirements

Lane Community College will enter into a Federal Work-Study Agreement with any qualified public federal, state, local or private non-profit organization that can offer students valuable work experience and who can share minimally in the payroll costs. The federal eligibility requirement states that an agency must:

1. be on file with the Internal Revenue Service as a non-profit organization
2. be operating in the public interest
3. be able to provide adequate supervisory capabilities
4. sign a written agreement developed by Lane Community College to conform to federal guidelines
5. be able to fund 30 percent of the student's wages
6. not displace a regular employee to create a job opening for the Federal Work-Study student
7. not use a college Work-Study employee to construct, maintain or operate in any way, buildings involved with religious activities
8. not use a Federal Work-Study employee in the furtherance of the political aspirations of a party, candidate, or incumbent.

Billing Process

Federal Work-Study students, who are working with off-campus agencies, are paid from Work-Study funds for the entire term. At the end of each term, the agency is billed 30 percent of the student's total earnings.

For example: If a student is paid \$1,200 in Federal Work-Study funds one term, the agency will be billed \$360.00 at the end of the term:
 $\$1,200 \times .30 = \360

Materials to Submit

An off-campus agency interested in employing a Federal Work-Study student must

1. submit one copy of their Articles of Incorporation
2. submit one copy of proof of non-profit 501(c)(3) status
3. submit two signed copies of the Lane Community College Off-Campus Federal Work-Study Agreement form (available at CES). Agreements are set up for a fiscal year, July 1 through June 30. The Lane Community College Deputy Clerk and an authorized administrator of the employing agency will sign each copy. Both copies must be signed before students can be assigned for job placement. One copy of the agreement is kept with the Lane Community College's Career & Employment Services Office, and one copy is returned to the employing agency.

Contact Information

A designated contact person should be named in each employing agency through whom assignments are arranged and to whom inquiries are referred. When that person changes, the Career & Employment Services Office should be notified to update contact information.

Please send your Articles of Incorporation, proof of non-profit status 501(c)(3), and your Lane Community College Off-Campus Federal Work-Study Agreement forms to Becky Patrick, CES Coordinator at Lane Community College's Career & Employment Services. Fax: (541) 463-4166. Email: patrickb@lanecc.edu. Address: 4000 E. 30th Ave., Eugene, OR 97405. Phone: (541)- 463-5039. Upon review and approval of the documents, you will be instructed as to how to post your job on the web for optimal exposure.