Due to budget constraints and an overwhelming number of students who were “offered” and “accepted Federal Work Study (FWS); there will be no new FWS hires or increases for the upcoming 2010 spring semester.

If a student continues to work without FWS funds available, we will not be responsible to pay them. To ensure that your FWS student gets paid for hours worked with available funds, it is recommended that supervisors:

1. First, closely monitor hours worked to ensure the accuracy of “remaining funds” by using whichever method works for you.
2. Secondly. If you are unsure of what “remaining funds” a student has available please contact [cdayes@monroecc.edu](mailto:cdayes@monroecc.edu) for the Brighton campus or [ehorwath@monroecc.edu](mailto:ehorwath@monroecc.edu) for the Damon campus.
3. Lastly, please notify FWS coordinators immediately rather than later by E-mail when you ‘terminate’ a FWS student. This will assist us in maintaining accurate records of FWS funds available for other students to use.

Although we certainly understand that students are needed to assist you in your daily operations; it has been very challenging for our department to continue to provide you with exemplary quality service. Moreover, although we have received additional funding this year, we have also seen a significant increase in the number of students you have hired as well as ‘total’ amounts earned which have further impacted the FWS budget

If you are interested in keeping a FWS student once his or her funds have been depleted, you can exercise your option of hiring that student using your departmental budget (if applicable). You will need to contact Cynthia Clark at Ext: 2110 in Human Resources for further information on choosing this option.

Any questions please feel free to contact me at [cdayes@monroecc.edu](mailto:cdayes@monroecc.edu) or Ext: 2317.

Thank you,

Carol Dayes

Coordinator, Federal Work Study