

# The Summer Federal Work Study and Law School Funding Program

## Introduction

The central purpose of summer federal work study and law school funding is to provide summer funding to Notre Dame students who accept unpaid summer internships with public interest or government employers. Each year, about 90 (the number is dependent on financial aid who decides how many federal work study slots the law school receives every year) Notre Dame law students get federal work study funding and an additional 50 receive law school funding and work for non-profit organizations, judges, and governmental agencies. From financial aid's perspective, the purpose of the program is to earn wages to cover academic year expenses, which means you will get funding over the summer.

Notre Dame students can get federal work study and law school funding to work in a variety of different legal settings. Possible host organizations include federal agencies such as the Department of Justice, non-profit agencies such as the Eviction Defense Network, state agencies such as the Illinois Attorney General's Office, federal and state judges, and legal aid organizations such as Cabrini Green Legal Aid in Chicago.

This guidebook will explain the eligibility requirements for host organizations, how receiving federal work study funding may impact your financial aid eligibility, and the forms you need to complete with Human Resources to receive funding. If you have additional questions, please contact Katelynn McBride ([Katelynn.McBride@nd.edu](mailto:Katelynn.McBride@nd.edu), 574-631-6917).

## **Summer Federal Work Study and Law School Funding Program Terminology**

Below are definitions of the terms Notre Dame Law School uses in administering the federal work study and law school funding programs.

### **Law School Funding**

Notre Dame Law School offers \$1,000 to all students working in unpaid public interest positions that comport with the law school's mission. This \$1,000 is referred to as "law school funding." This \$1,000 is not a loan and is treated as income. It is taxed.

### **Federal Work Study**

In addition to \$1,000 in law school funding funds, Notre Dame students can get an additional \$3,000 in federal work study funds. The \$3,000 is not a loan and is treated as income. It is taxed. Contrasted with the \$1,000 in law school funding funds, the \$3,000 in federal work study funds has implications for a student's financial aid packet, which will be discussed in future sections. Financial Aid must approve each student for federal work study funding and denies some positions that are eligible for law school funding.

### **Student Organization Awards**

Some of Notre Dame's many student organizations offer a financial award to students working in unpaid public interest positions over the summer. These awards vary in amount from \$250 to \$2,000. These awards may be used in tandem with summer federal work study and law school funding. Student organizations create the criteria used to select recipients and the Career Development Office (CDO) will distribute the list of student organization awards that are available after spring break. The final determination of student organization recipients will be made in April.

## Federal Work Study

### What is Federal Work Study?

The \$3,000 in federal work study is available because the federal government provides students who have a demonstrated financial need with monetary support for unpaid student employment. A subsection of federal work study is allocated to “community service” positions, which are unpaid jobs tied to assisting the poor and those in need. Because public interest law internships often fit within the “community service” category, Notre Dame is able to allocate funding for that type of work.

To be eligible for the \$3,000 in federal work study, you must:

- (1) Have a demonstrated financial need
- (2) Perform work over the summer that has a positive benefit to the poor or those in need.

The number of federal work study grants given to Notre Dame Law School varies from year to year and a student’s place in the funding line begins when a completed Agency Agreement and Student Agreement, documents which will be explained later, are returned to the CDO. Students who return documents are all guaranteed at least \$1,000 in law school funding. If you return your documents after the law school’s allotted number of federal work study grants has been reached, you will be placed on a waitlist. Last year, our federal work study slots were all filled by April 2. **There is no deadline or date that if you turn in your paperwork by then, you are guaranteed federal work study funding.** It is a first-come, first-served program and once our federal work study slots are full, they are full.

### Impact on Financial Aid Award

The \$4,000 you receive in federal work study and law school funding is not a loan and is treated as taxable income; however the \$3000 in federal work study is part of your annual financial aid package and may impact the amount of student loans you can take out for the upcoming school year. The reason for this is that the \$3,000 in federal work study is calculated as money given to you for the upcoming school year. **If you borrow loans up to the cost of attendance during the academic year, then federal work study gross earnings will reduce the amount of loans that you can incur the following fall.**

### Employer Requirements for Receiving Federal Work Study

Because the student's work must be considered "community service" to be eligible for federal work study, the nature of the students' work is key when determining whether it is eligible for federal work study.

Employers qualifying for federal work study funding come from three categories:

- (1) Non-profits
- (2) Governmental bodies (including prosecutors and judges)
- (3) Community-law school funded agencies.

Beyond coming from one of those three categories, the organization must meet the following requirements:

- (1) If a non-profit, the non-profit must submit evidence of 501(c)(3) status.
- (2) The organization must be open to the public, used by the public, and be in the public's interest.
- (3) The employer must be a domestic entity and services must be performed in the United States, meaning no international work opportunities are eligible for federal work study.
- (4) The organization must offer some secular work and the student cannot promote a religious doctrine through daily assignments. That said, organizations such as Catholic Charities and Bet Tzedek qualify as they do perform completely secular assistance.
- (5) The work involved may not promote political activity or be specific to one political party, which includes working for a politician.

An employer may meet federal work study standards while the work the student performs for the organization does not meet the standards. As a result, you need to fill out a job or program description as part of your agency agreement describing the role you will play in the host organization over the summer.

For instance, two students may both work for the United States Poverty Awareness Association, a non-profit, which meets the federal work study standards. One student may be performing legal intake, writing memoranda on law, and translating documents for clients. Another student may be performing research on proposed laws and lobbying the government to change active legislation. The first student would qualify for federal work study while the second student would not because she is doing disallowed political lobbying.

Below are some examples of acceptable agency categories and acceptable agencies under each category:

Acceptable Agency Categories

Legal-Aid Offices  
Non-profit 501(c)(3)s  
Public Defender Offices  
Prosecutor Offices  
Governmental Agencies  
Judicial Clerkships

Acceptable Agency Examples

Legal Assistance Foundation of Chicago  
Chicago Lawyer's Committee for Civil Rights Under Law  
Napa County Public Defender's Office  
St. Joseph County Prosecutor's Office  
Department of Justice, Antitrust Division  
Cook County Circuit Court-Law Division

When an agency is rejected, it is usually a for-profit or governmental agency. The following are examples of agencies that have been rejected and the reason why:

Unacceptable Agencies and Why They Are Unacceptable:

Democratic or Republican Party (political work)  
University General Counsel's Office (not open to the public)  
Chicago Diocese (does not perform secular work)  
Cambodian Relief Fund (works internationally)  
Research Assistants to Notre Dame Law professors (not community service)

**The Office of Financial Aid makes all final determinations of whether an organization qualifies as an acceptable employer for federal work study and all positions are reviewed in order to ensure compliance with regulations. If you have questions about whether a potential organization will qualify for federal work study, contact Katelynn McBride in the CDO with (1) the name of the organization, (2) a brief description of your summer work, and (3) the organization's website. The Office of Financial Aid normally makes determinations within one week.**

## **Applying to Obtain Federal Work Study Funding and Necessary Documents**

To secure federal work study funding, you will need several documents, which will be summarized below. Copies of documents mentioned below are available under the Summer Federal Work Study and Law School Funding section of the CDO's website.

### **Agency Agreement**

You should begin the process of completing your Agency Agreement very early because it requires completing multiple components and coordinating with your host organization.

The Agency Agreement exists to outline the legal relationship between Notre Dame and your host agency over the course of your internship.

The CDO does not need original copies so it is fine for you to get scanned and emailed documents to save time. The Agency Agreement and Student Agreement mark a student's place in the Federal Work Study line, so complete these and submit them to Heidi Baguer in the CDO as soon as possible.

Some employers balk at signing the Agency Agreement. If a student's employer is unwilling to sign the Agency Agreement or has questions about it, contact Katelynn McBride in the CDO to facilitate a discussion between the employer and Notre Dame's General Counsel's Office. Do not worry if your employer does not want to sign the agreement. Once you turn in your student agreement and inform the CDO that your employer does not want to sign the agreement, you are placed in line for a federal work study slot.

If you will be working for a non-profit organization or an agency qualified under the Economic Opportunity Act of 1964, then your employer needs to provide documentation for the Agency Agreement to be complete. Most non-profits are familiar with this process and will have a copy of their 501(c)(3) registration available.

Two parts of the Agency Agreement require Notre Dame signatures, including Dean Newton's signature on page 3 and the University Coordinator's Authorization on page 5. If employers ask about the sections requiring Notre Dame signatures, you can inform them that Notre Dame will complete these portions after the agency has completed its sections. Once your employer completes their portion of the Agency Agreement, return it to Heidi Baguer in the CDO, who will then ensure that Notre Dame's internal signatories complete their sections. If the agency would like a

completed copy of the Agency Agreement, let Heidi Baguer know and she will make one available.

### **Position Description**

Complete the position description in full except for the section on gross wages. In the position description, write a short statement summarizing the nature of your work. This doesn't have to be extremely long; just write three to five sentences about the work you will produce and the type of tasks you will be assigned.

Do not worry about having an exactly perfect work schedule outlined under the "Anticipated Work Schedule" section because the section is titled "Anticipated" so it can be altered later. The important part of that section is that the start-date be May 16 or later and the number of weeks worked multiplied by the hours per week must exceed 320 hours, which is eight weeks working 40 hours per week.

**Please note when filling out your agency agreement that the first date you are paid is tied to the start date noted on your agency agreement.** If your agency agreement states that you will start work on June 1, your first payment date will be June 15. If you want to get paid on May 31, make sure your agency agreement states that you are starting work before then.

### **Student Agreement**

By signing the Student Agreement, you agree that you understand the parameters of the program and what is required of you to receive Federal Work Study funding, such as understanding how accepting summer federal work study funding affects your federal loan eligibility, understanding your need if you are a 2L to complete three telephone conferences with a career counselor, agreeing to complete a mock interview, and other requirements.

An important section of the agreement is understanding that by signing it, you are agreeing that you will re-enroll (and not transfer or take a leave of absence) in Notre Dame Law School for the upcoming fall semester. Again, this is because Federal Work Study is tied to your financial aid package for the upcoming school year. If, during the summer, you decide not to enroll in Notre Dame Law School for the upcoming fall semester, let the CDO know immediately.

As a final note, the student agreements are slightly different for rising second-year and rising third-year students so be sure you are completing the correct version of the Student Agreement.

**The final date that the CDO receives student and agency agreements is April 12. Turning in your documents by April 12 does not guarantee that you will receive federal work study.** Last year, the federal work study slots filled on April 2.

### **Federal Income Tax Return**

The easiest way to avoid this step is to take your federal income tax PIN and use that to populate your FAFSA. To demonstrate your financial need, a component of being eligible for Federal Work Study, you must have filed your taxes for the previous year. For example, you will need to file your taxes for the 2016 year before you may apply for Federal Work Study for the 2017 summer. Occasionally, some students will be required to have a signed copy of their federal income tax return submitted along with their other documents.

Plan to file your taxes as soon as possible since the IRS can take two weeks to return your PIN to you and your FAFSA will be due at the end of March. If you did not earn income for the previous year or are being claimed as a dependent by your parents, then you must complete a non-filer form (<http://financialaid.nd.edu/assets/155385/snf.pdf>).

### **FAFSA**

You must complete your FAFSA by March 31st to get federal work study funding because the FAFSA determines your demonstrated financial need. This is the same process you have always gone through when completing your FAFSA. As mentioned above, the FAFSA is easier to complete if you populate all figures using your IRS federal tax return PIN and will decrease the amount of forms you have to submit. Even if you have filed a FAFSA in prior years and have not shown demonstrated need, you should submit the FAFSA as multiple changes in funding consideration occur each year. The same is true if you have demonstrated financial need in prior years; you must still complete a new FAFSA for the upcoming school year.

### **Employment Forms: I-9, W4, WH4, and Direct Deposit Form**

To get paid summer federal work study funding or law school funding you must become an employee of Notre Dame, which means you must complete the required employment forms for Notre Dame employees. If you are currently or were an employee of Notre Dame, such as having worked at Notre Dame as an undergrad or served as a deposition skills witness, you will not need to complete the forms again.

You can complete all of your employment form (I-9, W4, WH4, and direct deposit form) online at [New Student Employee Toolkit](#). However, you must go to Notre Dame's Office of Human Resources at 200 Grace Hall in person to provide the supporting documentation required for your I-9. A list of acceptable supporting

documentation for your I-9 can be found in the form's instructions. Please note that you cannot complete your employment form until after your Student Agreement and Agency Agreement have been turned in to the CDO and processed by the Office of Student Employment. The Office of Student Employment anticipates that Student Agreements and Agency Agreements turned in by the April 12<sup>th</sup> deadline will be processed by April 15<sup>th</sup>.

**Notification of Federal Work Study Award**

You will learn if you have received Federal Work Study funding toward the end of April or early May via an email from the Office of Financial Aid. If you are on the waitlist for Federal Work Study after the quota has been filled, then you will automatically be transferred to Law school funding Award status and will receive \$1,000.

## Outside of Federal Work Study

### **Law school funding Award Process**

If you do not qualify for or did not receive Federal Work Study, you can still obtain \$1,000 in Law school funding. To obtain law school funding you will need

- (1) An agency agreement
- (2) A student agreement
- (3) Employment forms including an I-9, W4, WH4, and direct deposit form

For law school funding, you will not need to demonstrate financial need so will not need a FAFSA or IRS information.

If you already completed a Student Agreement and Agency Agreement for Federal Work Study, then you do not need to do so again. The agreements you already completed will suffice for Law school funding.

### **Student Organization Award Process**

After spring break, the CDO will send email notifications of awards various student organizations are distributing and their application processes, most of which involve short statements about the nature of your summer work and a resume. To apply, you can turn in your applications to the CDO, who will redact your GPA and direct identification from the form. Award determinations will be made in April.

Because these awards are treated as income, if you are a first-year student, they may have an impact on your financial need for your third year. If you have any questions, contact Katelynn McBride.

## 2017 Timeline For Summer Federal Work Study and Law school funding Program

**January 30:** CDO will host a lunch-time presentation outlining summer federal work study and law school funding.

**February 2:** First date the CDO will accept federal work study and law school funding forms. Turn in all federal work study and law school funding forms (agency and student agreements) to Heidi Baguer in the CDO.

**ASAP and Prior to March 1:** File 2016 taxes so IRS can generate a PIN for electronically-filed taxes, auto-completing your FAFSA.

**Spring Break:** Bring back forms needed to complete employment paperwork: (1) passport or (2) driver's license and birth certificate or social security card.

**March 31:** Deadline for filing 2017-2018 FAFSA, which all federal work study applicants need to complete

**March:** Month to turn your student and agency agreement in to have the best chance of getting federal work study

**April 2: Date the 90 federal work study slots filled up last year**

**April 12:** Final date CDO will accept agency and student agreements for federal work study. Please be aware that if you wait until this day to turn in your paperwork that it is very likely the federal work study program will already be full.

**April 13:** First day that financial aid begins putting student summer jobs in their system

**April 13:** Eligible students who have received an email from HR can begin to complete employment forms online at insideND and visit HR to provide supporting documentation for I-9. HR will send individual emails to each student letting you know when your position is in the system and when you are eligible to fill out your employment paperwork. You cannot fill out your employment forms until you receive that email from HR.

**May 1:** Student and agency agreements (with program description) are due to CDO for Law school funding.

**Early May:** The CDO will send out emails about applying for student organization awards.

**Early May:** Office of Financial Aid informs students of decisions regarding federal work study.

**May 12:** Deadline to complete employment forms (I9, W4, WH4, direct deposit form). If you are unable to complete your employment forms by May 12, you can still receive federal work study and law school funding but you absolutely must complete your employment forms before leaving campus.

**May 31, June 15, June 30, July 15, July 31, and August 15:** Please note that the first and last payment dates are tied to your start and end date of employment as it is specified on your agency agreement. If you begin employment on May 17, you will receive your first federal work study payment on May 31. If you begin employment on June 1, you will receive your first federal work study payment on June 15. If you end work on July 31, July 31 will be your final payment date. Law school funding recipients will get paid on June 15 and June 30. **Please note that the stipend is taxable.**