COMMUNITY & FEDERAL WORK STUDY PROCEDURES AND EXPECTATIONS

1. **Pick up your eligibility card at the Financial Assistance Office (Bates House).**
   (Note: if you are not sure if you are eligible for Federal Work Study, stop by and see a Financial Assistance Counselor at Bates House or call them at (860) 768-4296 or (800) 947-4303.

2. **Bring your eligibility card to the Center for Community Service (Gengras Student Union, Room 209), and learn about the opportunities to work in the community.** There are opportunities to work in schools, hospitals and medical clinics, senior centers and assisted-care facilities, after-school programs, non-profit service agencies, residential neighborhoods, etc. We will provide you with a number of options that match your interests and skills. Transportation may be available to work study sites if needed.

3. **Pick up the forms you will need for employment and tax records.** Center staff will explain the forms, and will show you how to fill them out. (Note: if you worked on-campus last year and received a University of Hartford paycheck (not to include Aramark or Follett Bookstores), then you will not need to fill out the tax forms again.)

4. **Make an appointment to see a supervisor at the community organization/agency where you think you might want to work.** (Note: The Center staff will give you the necessary paperwork for site supervisor to fill out, sign, and be returned to the Center.)

5. **Return all required paperwork (tax forms and employment information in #3 & #4 above) to the Center.** If the paperwork is complete and signed, you will then receive a payroll timesheet and instructions for receiving your pay.

**IMPORTANT:** Please understand that you MAY NOT start working, and you will not receive pay, until the above steps are completed in order, and you have received approval to start working from the Director of the Center for Community Service. Any questions please visit the Center for Community Service in Gengras, Rm 209 or call 860-768-5409.