What is the Federal Community Service Program?

The Federal Community Service Program (FCSP) gives students the opportunity to work off campus in a non-profit organization and earn their work study money at the highest pay rate. The work students perform is for the benefit of the national or community welfare and to complement the educational goals of the students.

Frequently Asked Questions…

1. **How do I know if I am work study qualified?**
   Visit the Financial Aid office to inquire about your work study status.

2. **How do I find a job?**
   There are pre-approved positions posted on DrewLink; search using the keyword “FCSP”. Also, stop by the Center for Internships and Career Development.

3. **How can my current volunteer position be pre-approved for the program?**
   The work you perform must be for the benefit of the community or national welfare. The agency must enter into agreement to contribute 25% or less to your hourly wage.

4. **How do I apply for the job?**
   Apply directly to the contact name and number listed on the postings and arranges an interview.

5. **I have been hired for a position. Now what do I do?**
   Visit the Center for Internships and Career Development office to complete all of the necessary documents. You may not begin to work until you have been notified by the Center for Internships and Career Development that Financial Aid has granted you clearance to work. Please pick up a payroll schedule and timesheets from the Center.

6. **Can I get academic credit for my work study employment?**
   Yes, contact the Center for Internships and Career Development to see if your job meets the guidelines.

7. **Is there a limit to how much I can work?**
   Yes! A student may not work more than 20 hours a week while school is in session and may not earn more than their pre-approved financial aid limit. Once the student has earned their allotted amount of financial aid, the student may contact the Financial Aid office to inquire about an adjustment in their financial aid. Please note: It is the student’s responsibility to keep track of how much of their financial aid has been used.

8. **How do I submit my time sheets and online hours?**
   Time sheets are turned in bi-weekly to the Center for Internships and Career Development office by 10am on the due date (refer to the Payroll Schedule). Time sheets must include the signature of the authorized job supervisor. Only original time sheets will be accepted, no faxed or emailed copies.
   
   You must also submit your hours online by 10am on the due date using the “FedComSvc” tab. Online submission of your hours and submitting the original, signed time sheets are both required in order for you to get paid.

9. **Where do I get my check?**
   Checks are delivered to your campus mail box, payable to you and for your personal use.

For more information…

- Visit the Center for Internships and Career Development, Sycamore Cottage, 1st Floor.
- Contact Bill Hinman in the Internships Office at 973-408-3566
- Visit our web-site: [www.drew.edu/internships](http://www.drew.edu/internships). Click on “Students” and “Federal Community Service Program”.