

## **WORK/STUDY GUIDANCE FROM THE OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Dear Student:

You are receiving this communication because you have accepted a Federal Work-Study (FWS) Award for the 2019-2020 academic year.

The U.S. Department of Education has issued guidance for colleges affected by the Corona Virus (COVID-19) for students in the Federal Work-Study program.

### For On-Campus FWS Job Locations:

CUNY campuses are performing most duties remotely. Please consult with your campus website and contact your supervisor to confirm if you can perform your FWS duties remotely.

Furthermore:

1. If you are unable to continue your FWS job due to closure, you will continue to get paid for as long as the closure persists, based on your scheduled FWS hours.
2. If your FWS job location is indefinitely closed, you will be paid for as long as the closure persists, based on your scheduled FWS hours.
3. If you are unable to continue your FWS job due to being quarantined or incapacitated due to COVID-19 illness, you will continue to get paid for as long as the condition persists, based on your scheduled FWS hours.

In these three instances, timesheets will be submitted on your behalf.

4. If you choose to discontinue your Federal Work-Study position when the job opportunity is still available, you forfeit the award.

### For Off-Campus FWS Job Locations:

1. If your FWS location is off-campus and operating, you can continue to work.
2. If your off-campus FWS location is closed indefinitely due to the Corona Virus (COVID-19), you will be paid for as long as the closure persists, based on your scheduled FWS hours.
3. If you are unable to continue your FWS job due to being quarantined or incapacitated due to COVID-19 illness, you will continue to get paid for as long as the condition persists, based on your scheduled FWS hours.

In these three instances, timesheets will be submitted on your behalf.

4. If you choose to discontinue your Federal Work-Study position when the job opportunity is still available, you forfeit the award.

If you are unable to work for any of the reasons above, click this link to complete the CUNY COVID-19 documentation form and return to the campus financial aid office where you are enrolled.

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/financial-aid/financial-aid-forms/common-forms/COVID-19-Financial-Aid-Documentation-Form2-003.pdf>

Once classes are fully transitioned to distance education learning, you may request to update your FWS scheduled hours based on your new availability at the discretion and with the approval of your FWS supervisor.

We will continue to share as much information as we can, as soon as we can, to keep you updated of any developments.

Sincerely,

Office of Student Financial Assistance