TO:    Directors of Financial Aid  
Public and Private/Independent Institutions of Higher Education

FROM:    DeChà Reid  
Director, Financial Aid Services

DATE:    August 12, 2019

RE:     Texas College Work-Study Data Request

The Texas Higher Education Coordinating Board (THECB) compiles an annual Financial Aid Report (FAR) concerning student financial aid at Texas public and independent institutions of higher education. The report is created in accordance with Texas Education Code (TEC) section 56.082, which calls for the THECB to report six elements related to the Texas College Work-Study (TCWS) program. While assembling the FAR, we identified that one of the required elements is not being reported. The THECB must collect data on employer status: the number of off-campus TCWS students employed by for-profit or nonprofit employers.

To meet this reporting requirement, affected institutions must provide employer status of for-profit or nonprofit for each off-campus TCWS student for the 2017-18 (FY 2018) year. Below is a list of institutions that will need to take action:
For the above institutions, we created spreadsheets listing students reported as “2-Off-Campus” or “3-Both On-Campus and Off-Campus” on data element #104 of the FY 2018 FAD. To access your FY18 TCWS Data Request spreadsheet, log in to MOVEit and go to the folder location FADS_OUTPUT.

Please update the employer status on the FY18 TCWS Data Request spreadsheet and submit to the THECB. The deadline to upload the completed spreadsheet is August 29, 2019.

To complete the employer status review process for off-campus TCWS students:

1. Review the spreadsheet to determine employer status in FY 2018 for each student.
2. Document employer status as “FOR” or “NON” for each student in the column provided.
3. After your review is complete, upload the revised FY18 TCWS Data Request spreadsheet to FADS_OUTPUT folder in MOVEit by Aug. 29.
4. Send a confirmation of completion through CONTACT US (select “Financial Aid Question” in the drop-down list under Contact Reason).

Next year, the THECB will request 2018-19 (FY 2019) TCWS employer status after all institutions have certified their Financial Aid Database (FAD) file. For the 2019-20 FAD reporting cycles and beyond, employer status will be an option on data element #104-Texas College Work-Study Job Location. Thank you for your assistance.

If you have questions regarding this data request, send an online inquiry to CONTACT US (select “Financial Aid Question” in the drop-down list under Contact Reason).