

Texas College Work-Study Program Allocations

Draft Rule Language

21.407. Allocation and Disbursement of Funds.

(a) Allocations. ~~[The Board shall allocate work study funds to participating institutions in proportion to the financial need of the students at each school.]~~ Allocations for the Texas College Work-Study Program are to be determined on an annual basis as follows:

(1) All eligible institutions will be invited to participate; those choosing not to participate will be left out of the calculations for the relevant year.

(2) The allocation base for each institution choosing to participate will be the number of students it reported in the most recent financial aid database report who met the following criteria:

(A) were classified as Texas residents,

(B) were enrolled at least half-time, ~~with full-time students weighted as 1 and part-time students weighted as .5,~~

(C) completed either the FAFSA or TASFA, and

(D) have a 9-month Expected Family Contribution less than the simple average in-district 9-month cost of attendance for community college students enrolled for 30 semester credit hours while living off campus, as reported in the most recent year's College Student Budget Report.

(3) Each institution's share of the available funds will equal its share of the state-wide total of students who meet the criteria in (a)(2) of this Section.

(b) Verification of Data. Allocation calculations will be shared with all participating institutions for comment and verification prior to final posting and the institutions will be given 10 working days, beginning the day of the notice's distribution and excluding State holidays, to confirm that the allocation report accurately reflects the data they submitted or to advise Board staff of any inaccuracies.

(c) Disbursements. At the beginning of each year or upon request by the institution, the year's full allocation or funds needed for immediate disbursement to students will be provided to each participating institution for use in reimbursing students for their work.

~~(d)(b)~~ Reallocations. Institutions will have until February 20 or the first workday thereafter if it falls on a holiday or a weekend ~~[a date specified by the Board via a policy memo addressed to the Program Officer at the institution]~~ to encumber all funds allocated to them. On that date, institutions lose claim to their unencumbered funds and the unencumbered funds are available to the Board for reallocation to other institutions requesting reallocated funds, calculated on the same basis as the original allocation. If necessary for ensuring the full use of funds, subsequent reallocations may be scheduled until all funds are awarded and disbursed.

~~(e)(e)~~ Summer Awards. Unless given specific permission by the Board to use funds for summer awards, schools will be required to utilize their original state work-study allocation of funds for employment during the nine-month academic year (fall and spring terms). However, institutions may use reallocated funds for summer awards but the funds must be expended by August 31 of the fiscal year.

~~(f) — Should funding for the program decrease in a given biennium by as much as 30 percent compared to funding in the prior biennium, the allocation of funds will be based on the number of full-time students meeting the other criteria listed in (a)(2).~~