

5/26/2022

Greetings Work Study Supervisors,

This is a reminder, the Work Study Program is now accepting Work Study New Hire and Rehire requests for the 2022-2023 academic year. All 2022-2023 Work Study Clearances will end on or before June 30, 2022. **Students are not allowed to work beyond their clearance end date or June 30 (whichever comes first) without a new 2022-2023 Work Study Clearance.**

If you have a Work Study student that you want to rehire for the 2022-2023 academic year (7/1/22 – 6/30/23), you must submit the “[2022-2023 Work Study Supervisor Work Status Report/Rehire Request Form](#)”. If you want to hire a new Work Study student, you must complete the “[2022-2023 Work Study Supervisor New Hire Request Form](#)”. These forms are available on the [Work Study Information](#) web page under “Work Study Forms for Students and Supervisors” at the bottom of the page along with an overview video of the forms.

**Submission of the new hire or rehire request form does not guarantee a student will be approved for work.** Students must submit the 2022-2023 FAFSA and all documents necessary to complete their Financial Aid file in order to be consider for the 2022-2023 Work Study program beginning July 1, 2022. **New hire or rehire students may be require to do the fingerprint process.** Students will not be require to pay this process and Work Study will cover the cost, more information will follow.

Please note that as the supervisor, you must ensure that your Work Study student complies with all safety standards required to protect against the spread of COVID-19. Napa Valley College does not provide PPE, so students must bring their own appropriate face covering to campus.

Once your request form is received and processed, the Work Study Coordinator will communicate to you and/or your student of any additional instructions to complete the work clearance process. Remember, Work Study students **ARE NOT ALLOWED TO WORK AFTER JUNE 30<sup>TH</sup> WITHOUT AN APPROVED 2022-2023 WORK STUDY CLEARANCE.** If you have any questions about the Work Study hire/rehire process, please contact the Work Study Coordination Team at [work.study@napavalley.edu](mailto:work.study@napavalley.edu).

Sincerely,

Work Study Coordination Team

**Note:** This email was sent to all Supervisors:

5/26/2022