

**Under which component of participation would we consider a student's Work Study?**

Hours spent in Work Study would be considered employment. His/her actual hours of participation in a Work Study would be reported in N-FOCUS as the Employment component activity.

Since Work Study is a form of financial aid, the income is disregarded for ADC budgeting purposes and the Work Study income and hours will not show on the N-FOCUS Eligibility Summary. The hours worked should be reported to and verified by the HHS caseworker and reported to the EF case manager/contractor. If not the EF case manager may use verification from the college as to the number of hours the individual is working each week/month. Until there is a change in the Work Study, the EF case manager can continue to use the same amount each month. We would prefer that the HHS caseworker verify the Work Study hours and report it to the EF case manager.

For counting hours of participation in Work Study, see the subject Participation from Work Study.