



**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
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This email message is sent on behalf of Dr. Jerel Booker, Assistant Commissioner, College Readiness and Success, Texas Higher Education Coordinating Board.

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TO: Directors of Financial Aid

FROM: DeChà Reid
Director, Financial Aid Services

DATE: October 31, 2019

RE: Work-Study Student Mentorship Program (WSMP) Updates

This memo is to notify institutions of some changes to the Work-Study Student Mentorship Program (WSMP) for 2019-2020.

2019-20 WSMP reporting changes:

1. The Financial Report will only be submitted twice a year on June 5 and September 5.
2. The Data Report will only be submitted once a year on September 5.

These changes are to simplify the reporting process, reduce administrative burden, and better align with the Financial Aid Database Cycles. Reporting templates can be found in the Updated 2019-20 WSMP Program Guidelines.

2019-20 WSMP guideline changes:

1. Participating institutions must provide at least a **10% match** of the employed student's wages. In addition, institutions are required to fund 100% of a student's employee benefits. Institutional funds for the match and employee benefits must come from sources other than federal college work-study.
2. Funds awarded to the employed student are considered financial aid for the academic year in which the funds are earned and therefore cannot exceed the student's **financial need**.

Important items:

1. The WSMP received additional funds. Enclosed are the revised 2019-20 allocation amounts for all participating institutions.
2. The eligibility for Work-Study Student Mentors is the same as the eligibility for the Texas College Work-Study positions. Please make sure WSMP employed students have completed a FAFSA or TASFA and eligibility is confirmed prior to hiring.
3. Institutions that are **eligible for Title III funds** from the U.S. Department of Education **are exempt** from the WSMP requirement of providing a minimum 10% match of a WSMP-employed student's total wages. Institutions that qualify for this exemption must **submit a current copy of the Title III eligibility letter to Vanessa Malo**.

For questions, please contact Vanessa Malo at Vanessa.Malo@theccb.state.tx.us.

Enclosures:

- [Updated 2019-20 WSMP Program Guidelines](#)
- [2019-20 Revised Allocation Amounts](#)

cc: Work-Study Student Mentorship Project Staff