

UNIVERSITY OF CALIFORNIA, RIVERSIDE

2017-2018 AMERICA READS/AMERICA COUNTS PROGRAM HIGHLIGHTS

TO EXPEDITE YOUR SCHOOL'S IMPLEMENTATION OF THE AMERICA READS/AMERICA COUNTS PROGRAM, PLEASE READ THE ENCLOSED ADMINISTRATIVE PROCEDURES. BELOW ARE SOME ITEMS OF IMPORTANCE:

- The program pays 100% of the student's hourly rate for tutoring children in reading (grades K-6) and math (grades K-9), or the parents of school-age children participating in an adult education program. Tutoring may be on a one-to-one or group basis. Under the America Reads/America Counts Program, college students are to be tutors and not teacher assistants. Any other work performed by students will be subject to payment from the school.
- Job descriptions for math and reading must be posted separately. Designate each posting as either math or reading, not both.
- Student applicants will provide you with a Work-Study Placement Form and a printout of your job description at the interview.
- Costs for fingerprint/background checks may be paid by either the student or your school. If your school picks up these costs, it is anticipated that student applicants will increase. If students have to pay for these costs, please provide them with the necessary forms or information to satisfy these pre-hiring requirements. UCR is not responsible for these costs.
- Once fingerprinting and other requirements are concluded, complete the bottom portion of the Work-Study Placement Form, and return to the student. Advise the student to take their completed Placement Form and Job Description to the UCR Student Services Building (HOSS) and drop in the "HOSS Drop Box. Once released by payroll, which can take up to 10 business days, Financial Aid will email the "Letter of Clearance" to the employer and copy the student to allow them to start working.
- Refer to the Letter of Clearance for the number of hours a student is eligible to work, at time of release, as schools are responsible for monitoring these hours. Any hours worked by a student above their Work-Study allocation will be paid 100% by your school.
- Do not allow a new or re-hired student to work until you receive the Letter of Clearance. If you allow a student to work under the assumption that the student has Work-Study funds when funds have not been awarded, your school will be responsible for 100% of the salary.

QUESTIONS?

- Outside Agency questions contact the Financial Aid Work Study Fiscal Unit at (951) 827-5429.
- Instructions on how to post, edit, or reserve a job, contact the Career Center at (951) 827-3631.