

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1015
ILLINOIS COOPERATIVE WORK STUDY PROGRAM

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AUTHORITY: Implementing and authorized by AN ACT to establish and implement a cooperative work study program (P.A. 87-513, adopted September 13, 1991, effective September 13, 1991).

SOURCE: Adopted at 16 Ill. Reg. 4496, effective March 9, 1992.

Section 1015.10 Purpose

The purpose of the Illinois Cooperative Work Study Program is to provide a program of financial assistance to support student cooperative work study programs in higher education to benefit students academically and financially, reduce reliance on loans, enhance public-private sector partnerships, and encourage students to seek permanent employment in Illinois. (Section 3 of Public Act 87-513 (the Act), adopted September 13, 1991, effective September 13, 1991)

Section 1015.20 Definitions

"Administrative costs" means costs other than student wages and salaries, items that go into the hands of students, cost reimbursements to students, and the cost of audits.

"Board" means the Illinois Board of Higher Education.

"Cooperative work study" means an academically related work and study experience with business, industry, government or other agencies and organizations. Cooperative work study may include, but is not limited to, summer internships, clinical placements, internships and work experiences during the academic year.

"Illinois resident student." To qualify as an Illinois resident student, one of the following two requirements must be met:

At least one parent, step-parent, or court appointed guardian must reside in Illinois; or

The emancipated (self-supporting) student must have lived in Illinois, in some capacity other than as a student at an Illinois public or nonpublic institution of higher education, for a period of 12 consecutive months immediately prior to the enrollment.

"Nonpublic institution of higher education" means an Illinois educational organization, other than a public institution of higher education, that provides a minimum of an organized two-year program at the private junior college level or higher and that operates in conformity with standards substantially equivalent to those of the public institutions of higher education.

"Public institution of higher education" means the University of Illinois, Southern Illinois University, the several universities and colleges under the governance of the Board of Governors of State Colleges and Universities, the several Regency Universities under the jurisdiction of the Board of Regents, the public community colleges of this State, and any other public universities, colleges and community colleges now or hereafter established or authorized by the General Assembly.
(Section 2 of the Act)

Section 1015.30 Eligible Applicants

Eligible applicants are nonpublic and public institutions of higher education.

Section 1015.40 Selection of Projects for Grants

- a) Grants shall be made for projects that support Illinois resident undergraduate students. In addition, the Board shall consider whether the projects:
 - 1) *expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program;*
 - 2) *strengthen cooperation between higher education, business, industry, and government;*
 - 3) *promote school/college partnerships;*

- 4) *encourage social and community service;*
 - 5) *maximize the use of matching contributions from business and industry, governmental and social agencies, and participating colleges and universities to support student wages;*
 - 6) *create new opportunities for partnerships between the public and private sectors;*
 - 7) *integrate other components of student financial aid to reduce reliance on student loans;*
 - 8) *support work experiences for students in academic programs of engineering, science, math, and education;*
 - 9) *encourage students to seek permanent employment in Illinois.* (Section 3 of the Act)
- b) In addition, projects shall:
- 1) *not serve a sectarian purpose;* (Section 3 of the Act)
 - 2) not include partisan political activity;
 - 3) either be new initiatives or projects that supplement, but not supplant, existing initiatives; and
 - 4) comply with applicable state and federal laws, including but not limited to, equal employment opportunity, minimum wage, and occupational health and safety.

Section 1015.50 Grant Application Procedures

- a) At any time that grant funds become available or that the Board has reason to believe that grant funds may become available, the Board shall notify in writing the chief executive officer of every public and nonpublic institution of higher education in the State of Illinois of the availability or projected availability of such funds. Such notice shall contain, at a minimum, the following information:
- 1) The deadline for the submission of applications, which deadline shall not be less than 45 days from the date of mailing of such notice; and

- 2) The date which such grants will be made and the deadline for the completion of grant projects, which deadline shall not be more than two years.
- b) Grant project proposals shall contain, at a minimum:
- 1) Synopsis;
 - 2) Statement of goals and specific objectives consistent with Section 1015.40;
 - 3) Detailed description of the proposed project, including activities, completion schedule, operating procedures and justification for funding;
 - 4) The amount(s) and source(s) of matching contributions earmarked for the project;
 - 5) Evaluation procedures to determine the effectiveness of the project; and
 - 6) Proposed budget, including audit, which is an allowable expenditure of grant funds. Administrative costs are not an allowable expenditure of grant funds.
- c) The Board staff shall review application documents of all institutions for compliance with the application and eligibility requirements. The Board staff may request additional documents or a meeting between its staff and institutional representatives to discuss questions about application documents. In the event that material submitted by an applicant institution is incomplete or not of sufficient detail to provide an understanding of the proposed project or its justification, the Board staff will request additional information for clarification or substantiation.
- d) The Board shall notify each applicant in writing concerning whether or not it received a grant.
- e) Application information may be obtained from and shall be submitted to:

Illinois Cooperative Work Study Program
Illinois Board of Higher Education
4 West Old Capitol Square, Room 500
Springfield, Illinois 62701

Section 1015.60 Grant Criteria

SUBTITLE A

- a) **Non-Discrimination.** No recipient shall discriminate on the basis of race, creed, sex, handicap, color, or national origin in the employment, training, or promotion of personnel or in the implementation of the program funded by the grant.
- b) **Grant Period.** Grants shall be for the period stated in the grant agreement but in no event for more than two years.
- c) **Unexpended Grant Funds.** Any unexpended portion of the grant funds shall be refunded to the Board.
- d) **Record Keeping.** All costs charged to the program shall be supported by properly executed documents. Such records shall be kept separately from the documents and maintained for a period of three years after receipt of final payment.
- e) **Evaluation.** Within ninety days after the end of the grant period, the recipient shall submit to the Board an evaluation of the project. The evaluation of the project shall include systematic and objective procedures for appraising the project with respect to how closely the purposes were fulfilled and an explanation of any deviation therefrom.
- f) **Audit.** Within ninety days after the end of the grant period the recipient shall submit an audit of expenditure of grant funds provided under this program prepared by an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation. Any recipient which fails to submit an audit shall refund the entire grant amount to the Board. Complete payment of grant funds for any continuing project shall be contingent upon submission of the evaluation and audit for the previous grant period.
- g) **Contracts.** All grants awarded under this program shall be made through contractual agreements between the Board and the recipient. Such agreements shall comply with the provisions of the Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, pars. 2301 et seq.).

Section 1015.70 Audit Requirements

- a) Institutions shall contract with an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation.
- b) The auditor shall obtain copies of the following grant documents: the executed grant agreement and a copy of this Part.
- c) The auditor shall verify the expenditure of grant funds as provided for in the grant agreement and this Part.

- d) The auditors shall provide an audit including a description of the tests performed and the audit findings to the Board within 90 days after the termination of the grant period or within 90 days after the end of the institution's fiscal year for institutions electing to fulfill the audit requirements as part of their annual audit as provided by the Illinois Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, par. 2302).
- e) Refunds shall be made to the State by institutions for the following reasons:
 - 1) Grant funds not expended;
 - 2) Grant funds expended for purposes not allowed under this Part or under the grant agreement;
 - 3) Grant funds received by the grantee for which the grantee is subsequently determined not to be eligible.
- f) The cost of an audit is an allowable use of grant funds.