**Section 254.1620 Applications for Approval and Funding**

Applications for approval and funding of work-study programs shall be submitted to the State Board of Education in the form of a proposed funding agreement, incorporating a specific proposal prepared and submitted in such detail as may be required by the State Board of Education and which shall include the following:

a) a rationale for the proposed program in the form of specific information related to the geographic area served by the applicant agency;

b) criteria used to determine selection of students based on financial need;

c) qualifications of personnel involved in the program; and

d) an estimated budget, including –

1) the number of work-study students to be employed per week,

2) the average cost per student per week, including the average hourly rate and the average number of hours worked,

3) the total cost per week,

4) the number of weeks the program will be in operation, and

5) the total program cost.