**Section 254.1696 Maintenance of Records**

a) The eligible recipient administering a program of work-study shall maintain the following records for each student employed under such work-study program:

1) student application for the work-study program;

2) work-study training memorandum of agreement;

3) record of student work permit or proof of age certificate; and

4) record of hours worked and wages received.

b) Vouchers shall be maintained to substantiate the number of hours worked and disbursements made. Compensation to students shall be supported by cancelled checks.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)