

## **FAQ's re: Housing Subsidy for Summer Interns**

Q: Who are Summer Interns?

A: A person who is employed by the Department of Agriculture to assist scientific, professional, administrative, or technical employees of the Department during the summer; and is a student in good standing at an institution of higher education pursuing a course work of study related to the field in which the person is employed by the Department.

Q: Which agencies can pay for the housing of a Summer Intern?

A: USDA Agencies are authorized to pay the lodging expenses of a Summer Intern who meets eligibility requirements.

Q: What are the eligibility requirements?

A: Please see the USDA Personnel Bulletin No. 302-2 found at the following location: <https://www.dm.usda.gov/ohsec/pdsd/bulletins.htm>

Q: Who can authorize the payment for the housing of the Summer Intern?

A: The appropriate approving official (usually the supervisor) must complete the HRO343SH to request and authorize payment for the housing of the Summer Intern. The Leave and Compensation Team in HRO works with the National Finance Center to make these payments. The payments for housing may be sent directly to the Summer Intern, the hotel, the apartment, or other location on behalf of the student. If the payment is sent to the Summer Intern he/she is responsible for paying the rent, lease, etc. Please note: the payments issued in the Summer Interns name for housing will be included on their W-2 at year's end. The HRO343SH form and some additional instructions may be found at: [https://www.aphis.usda.gov/aphis/resources/forms/ct\\_mrp\\_forms](https://www.aphis.usda.gov/aphis/resources/forms/ct_mrp_forms)

Q: I have additional questions. Who can I contact?

A: Please contact your servicing Civilian Pay Technician on the Leave and Compensation Team with any questions.  
[https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact\\_us/hrd/hrd](https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact_us/hrd/hrd)