

## WESTERN AREA CAREER & TECHNOLOGY CENTER

### CARES ACT (HEERF) #1-Student Portion Reporting

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.

a. CARES ACT (HEERF)#1 Certification and Agreement was signed on 5/19/2020 and submitted via Grants.gov on 5/19/2020.

2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.

a. Western Area Career & Technology Center submitted to Grants.gov CARES ACT (HEERF) #1 to receive funds for \$61,886.00

b. Western Area Career & Technology Center was awarded CARES ACT (HEERF) #1 funds in the G5 account on 6/9/2020 (P425E204659)

c. CARES ACT (HEERF) #1 funds were drawn from the G5 account on 6/16/2020 and deposited on 6/17/2020.

3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission (i.e., as of the 30-day Report and every 45 days thereafter).

a. CARES ACT (HEERF) #1 have not been disbursed.

b. A new bank account was set-up for the deposit of CARES ACT (HEERF) #1 funds and new checks were ordered.

4. The estimated total number of students at the institution who are or could be eligible to participate in the Federal student financial aid programs under Section 484 of the Higher Education Act of 1965, as amended, and thus are eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.

a. CARES ACT (HEERF) #1 funds, \$61,886.00 There are 37 students who may be eligible for the grant.

5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act. (For example, if you have not issued grants to students yet or have issued fewer than 10 grants, you should indicate that <10 students have received a grant)

a. No awards have been made to date.

6/19/2020

6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act.

a. Information regarding the grant was provided to all students 6/17/2020. The information was distributed in student mailboxes. The information as well as a Student Application for Emergency Aid was provided to students to complete.

b. Accessed eligibility by 2019-2020 FAFSA on file or eligible to complete a 2019-2020 FAFSA (students encouraged to complete a FAFSA)

c. Students need to be:

1. Title IV eligible
2. U.S. citizen or meet requirements of an eligible non-citizen
3. Enrolled and attending the program as of May 19, 2020.
4. Adversely impacted by Covid-19 pandemic

7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

a. The funds must be used to cover expenses related to the disruption of campus operations due to the coronavirus that have impacted a student's educational experience. Such expenses include, but are not limited to:

1. Assistance to purchase food
2. Housing/rent
3. Purchase of course materials, books and supplies
4. Technology needs (such as having to purchase a computer or Internet access)
5. Assistance with childcare expenses
6. Healthcare expenses

#### **CARES Act HEERF Student Share Grant Policy for the Award and Administration of Funds**

On Friday, March 27, 2020, the federal government enacted the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Section 18004 of the CARES Act establishes the Higher Education Emergency Relief Fund ("HEERF"). The HEERF provides emergency funding to institutions of higher education, including funds that must go directly to students in the form of emergency financial aid grants (the "HEERF Student Share Grant Funds") for "expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child-care)" (the "HEERF Eligible Expenses").

On March 13, 2020, Western Area Career & Technology Center campus buildings were closed to all except essential personnel.

6/19/2020

## II. Purpose and Scope

Western Area Career & Technology Center is eligible to receive up to \$61,886.00 in HEERF Student Share Grant Funds. Under Section 18004(c) of the CARES Act, these funds must be used for HEERF Eligible Expenses.

## III. Policy

The CARES Act requires that institutions disburse the HEERF Student Share Grant Funds to eligible students for HEERF Eligible Expenses. Students enrolled in Title IV programs may apply for the HEERF Student Share Grant Funds. This policy presents the schools methodology for determining eligibility under the CARES Act, as well as the process and procedure for distributing and disbursing the HEERF Student Share Grant Funds. HEERF Student Share Grant Funds cannot be applied by Western Area Career & Technology Center toward a student's account balance.

### A. Eligibility

Under the CARES Act and subsequent administrative interpretation provided by the Department of Education ("ED"), students eligible to receive HEERF Student Share Grant Funds ("Eligible Students") must meet all eligibility criteria listed below:

- i. **Students must have completed a Free Application for Federal Student Aid ("FAFSA") for the 2019-2020 Academic Year and be deemed eligible for Title IV aid.**

According to Section 9 of the Department of Education FAQ guidance issued on April 21, 2020, only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended ("HEA"), may receive HEERF Student Share Grant Funds.

Western Area Career & Technology Center has determined the practical way to determine that a student is eligible to participate in the Title IV programs and meets all applicable student eligibility requirements is if the student has a completed FAFSA, has received an official Student Aid Report ("SAR"), has a valid Expected Family Contribution ("EFC") on file for the 2019-2020 Academic Year, and meets all other Section 484 eligibility criteria.

Western Area Career & Technology Center students who had not previously submitted a FAFSA were notified via telephone and advised to submit a FAFSA no later than Monday, June 24, 2020, by going to [studentaid.gov](https://studentaid.gov). Students who submit a 2019-2020 FAFSA after June 24, 2020, may be eligible, pending available funds.

- ii. **Students must have been enrolled in a Title IV eligible certificate program at the time of the Disruption of Program Operations.**

Students who have an effective withdrawal date prior to March 13, 2020 cannot receive HEERF Student Share Grant Funds. March 13, 2020 is the date which on-campus instruction was suspended, disrupting the Programs normal operations, as described above, and giving rise to HEERF Eligible Expenses.

- iii. **Students must have been enrolled for the Spring 2020 academic term.**

- iv. **Students must submit a Western Area Career & Technology Center HEERF Student Application for Emergency Aid.**

### B. HEERF Eligible Expenses

Eligible Students who have incurred HEERF Eligible Expenses are eligible to receive HEERF Student Share Grant Funds.

HEERF Eligible Expenses must have been incurred no earlier than March 13, 2020.

6/19/2020

**Section 18004 CARES Act - Student Application for Emergency Aid**

Student Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

By submitting this form, I am requesting an emergency student aid grant. I understand that any money awarded from this grant is to be used for expenses related to the disruption of campus operations due to coronavirus. These expenses include eligible expenses under a student's cost of attendance in the calculation of Federal Financial Aid, such as food, housing, course materials, technology, health care, and child care. I understand that The Secretary of Education does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA.

**Student Circumstances – I am requesting emergency aid based on the following:**

\_\_\_\_\_ Food

\_\_\_\_\_ Housing/Rent

\_\_\_\_\_ Course materials (books and supplies)

\_\_\_\_\_ Technology needs (such as having to purchase a computer or Internet access when courses moved to remote instruction)

\_\_\_\_\_ Healthcare

\_\_\_\_\_ Childcare

I certify the following:

- I am eligible for Title IV Federal Financial Aid.
- I understand that any money received is intended to cover my expenses related to the disruption of campus operations.
- All information provided as part of this application is true and correct to the best of my knowledge.

I give my consent to Western Area Career & Technology Center to use the information provided herein for the purpose of calculating the award of emergency financial aid in accordance with the CARES Act.

Student Signature/E-signature: \_\_\_\_\_

Date: \_\_\_\_\_