



### **Memo**

**To:** College Community  
**From:** Emergency Financial Aid Work Group  
**Date:** March 25, 2022  
**Title:** Cares Act Sub Committee- Student Disbursements  
**Purpose:** HEERF III Disbursements

### **Background**

Under the CARES ACT, section 18004(a)(1) authorized the Secretary of Education to allocate funds amounting to \$550,694 to Central Penn College. Under section 18004(c) Central Penn must use no less than 50% (\$275,347) of the funds to provide emergency financial aid grants to students 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). All funds have been awarded to the students.

The second round of HEERF funding (HEERF II) includes \$417,567 in student grant funds and \$0 in institutional aid. This round of funding does not have the same restrictions as the initial disbursement in that online students may also qualify and students may apply eligible funds directly to tuition. All funds but \$3,449 were awarded to students which will be spent during HEERF III.

The third and final round of HEERF funding (HEERF III) includes \$247,219 in student grant funds and \$0 in institutional aid. This round of funding does not have the same restrictions as the initial disbursement (CARES ACT).

### **HEERF III:**

Our administration elected to hold the HEERF III funding until our winter 2022 term. A small group determined how to spend this funding.

- Pell Grant eligible students will receive higher awards
- Amount awarded based on number credits registered for Winter 2022 term
- Student must submit an acknowledgement form located in their student portal by 2/21/22
- Must still be an active student upon mailing of the checks
- Must be degree seeking, US Citizen or eligible Non-Citizen, and not an employee or dependent of an employee at the College

Here is the chart that shows amounts awarded:

- \$525 – Pell grant eligible, 9 or more credits
- \$311- Pell grant eligible, 8 or less credits
- \$260 – non-Pell eligible, 9 or more credits
- \$150 – non-Pell eligible, 8 or less credits

### **Procedures for submitting acknowledgement:**

An email blast went to all qualifying students about submitting the acknowledgment from the Business Office and Financial Aid Office. Students were reminded often via phone calls and emails to both student and personal emails. Other offices also tried to get students to submit the acknowledgment. We ended up having 22 students not submit the acknowledgement.

### **Documenting Student Compliance**

The College used the acknowledgment form process to document that it made students aware of the purpose of the funding and intends to follow the same process for HEERF III. This process follows the CECU recommendation that institutions create a form of attestation or award that explains the funding to the students (e.g., why the funds are available, how we determined eligibility, and what the funds are for). Having documentation that we made the student aware of the funds and what they can use the funds for help to protect the institution against inappropriate use of the funds on the student's part.

As part of the verification of compliance with accreditation related federal regulations, the College has a policy surrounding identity verification. Since the Acknowledgement form links to the student's account in NEXUS, the College can ensure the students themselves made the acknowledgment using their secure login information. Once the student completes the task, the College releases the funds directly via a check cut from their student account (or applies them to the student's account for tuition, if selected). The student using their password-protected login information also substitutes the need for a wet signature.

### **Supplemental Application:**

After the acknowledgement window closed, we had \$8,458 in funding left over. The group created a supplemental application, which was sent to all students still enrolled for the winter 2022 term. The deadline for this application was March 13, 2022, which gave students over two weeks to submit the application. We had 225 students submit the supplemental application.

Since we had so many applications compared to money available, it was determined to give it to as many students as we could but to keep the award above \$50. Students needed to be currently enrolled, US Citizen or eligible Non-Citizen, and not receive a supplemental award from HEERF II.

### What We Awarded:

Awards and amounts given during the acknowledgement period:

Awards	Number of Students	Amount Disbursed
\$150	195	\$29,250
\$260	196	\$50,960
\$311	163	\$50,693
\$525	213	\$111,825
<b>Grand Total</b>	<b>767</b>	<b>\$242,728</b>

Awards and amounts given during the supplemental application:

Awards	Number of Students	Amount Disbursed
\$51	167	\$8,517
<b>Grand Total</b>	<b>934</b>	<b>\$8,517</b>

### Cashing Checks:

Now, all funds have been awarded to students. We are waiting for the checks to be cashed. We have many outstanding checks. We are in the process of calling and emailing the students. They have until April 8, 2022 to cash their checks. Those who do not cash the checks before the deadline will forfeit the money and it will be given to other Central Penn students. If needed, we will use the supplemental application to determine the winners.