

Heartland Community College
Award Number P425E202207
Policy/Procedure for Emergency Financial Aid Grants to Students under the CARES Act

The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund (HEERF), directs institutions of higher education (“institutions”) to use no less than 50 percent of funds received under Sections 18004(a)(1) and 18004(c) of the CARES Act to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. Heartland Community College was recently awarded \$1.046 million from the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act to assist students who meet the funding qualifications and are experiencing financial hardships caused by the pandemic after signing and returning to the Department of Education the Certification and Agreement for the funds. These funds are provided by the Secretary to an institution for emergency financial aid grants to students under Sections 18004(a)(1) and 18004(c) of the CARES Act. The CARES Act expressly requires that institutions provide the 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 childcare).”

In accordance with the provisions of CARES Act Higher education Emergency Relief Fund, the College has established and uses written policies and procedures for verifying an applicant's eligibility for (HEERF) from FAFSA information. These policies and procedures include—

- (1) The time period within which an applicant must request funding.
- (2) Method used to select recipients and determine award amounts.
- (3) The method by which the College notifies an applicant of the results and approval of funding.
- (4) The procedures the College will follow itself or the procedures the College will require from the student
- (5) The procedures the College will follow for making referrals to other college resources available to the student

Application Period

Applications for Higher Education Emergency Relief Fund will be made available to students' effective March 27, 2020 and expires December 1, 2020. Students can apply for funding during this period only and must meet eligibility requirements at time of application. Students not returning or graduating after the spring 2020 term will have until July 1, 2020 complete the application. Continuing students will have until November 1, 2020 to complete the application based upon enrollment.

Procedures

All students will be notified by email and text messaging regarding the availability of HEERF funds. Communications will be sent to targeted populations who have not applied for additional support on a continuous basis until mid-May. Students will be directed to an online application housed within the COVID19 update page on the college’s website. Once completed the application will be sent to the

financial aid office to determine initial eligibility. Applications that do not meet criteria set forth by this policy will be forwarded to a success coach to determine other resources available to the student.

Selection of Applicants

Applications will be directed to a team within the financial aid office. A financial aid team member will review the initial application and determine if the student meets all the requirements listed below for eligibility under the HEERF program.

- Student is Title IV eligible, degree seeking, currently enrolled at time of application and Title IV eligible as determined by completion of a FAFSA and its associated requirements.
- Student has courses that were impacted by COVID19 crisis after March 27, 2020.
- Student has a need caused by COVID19 related issue and the expenses are related to the disruption of campus operations due to COVID19 emergency declaration (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare).
- Amounts requested on application and expense identified on the application will determine the award amount. The award range is \$300.00 to \$1,000.00 and will be determined by academic load. Any amount requested above \$1,000 will require further review and only approved by an administrator of the college (Financial Aid Director, Dean of Student Success, Dean of Enrollment Services and/or VP of Enrollment Services). Additional Documentation for any amount above \$1,000 may be required.
 - 1-5 credits Up to \$300
 - 6-8 credits Up to \$600
 - 9 or greater credits Up to \$1,000

Notifications

Students approved for relief funding will be notified by email. Notification will include the amount of each grant awarded to each student and instructions given to students pertaining to use of funds including food, housing, course materials, technology, health care and childcare. The financial aid office will maintain records of award communication and application for each applicant awarded.

Applicants not meeting award criteria will be sent a communication regarding ineligibility including the reasons for ineligibility. Ineligible students will be directed to success coach to determine if there are other resources available to the student thru the college or within the community.

Award Procedures and Disbursement

The financial aid office will determine final award amount. Awards will be compiled on a master spreadsheet for disbursement. The spreadsheet will be used for reporting purposes per the requirements related to the college's participation in the program. Information will include student id, name, award amount and justification for action. The business office will use the file load process to post awards on student accounts. The award should be created to by-pass any account balance incurred prior to March 27, 2020 and be directly disbursed to the student for immediate assistance.