WEBSITE REPORTING TEMPLATE

CARES ACT REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

On March 27, 2020, the Federal government enacted the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Pub L. No. 116-136, providing funds to institutions from the Higher Education Emergency Relief Fund (HEERF) to make Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under s student’s cost of attendance, such as food, course materials, technology, health care, and child care. The law requires institutions to report certain information related to the use of these funds. The following information is reported for the period, April 24th, 2020 to May 30, 2020.

1. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the *Certification and Agreement - Emergency Financial Aid Grants to Students.* We further attest that our institution has used, and/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.
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 Student is $55,119.00
3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of June 8, 2020 $44,000.
4. The estimated total number of students at our institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act is 160.
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 to date is 159. (1 student did receive a check but has not cashed it)
6. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student has received/will receive under Section 18004(a)(1) of the CARES Act.

The school has mailed/emailed all currently enrolled students an Emergency Grant Funds form.

Eligible student must have completed and returned the required Request for Emergency Grant Funds form.

An eligible student is a student that is Title IV eligible.

The total amount of the students grant fund received is $55,119.00. A total of 100% of the funds received will be divided equally among all currently enrolled students as of 05/06/2020, that have a 0 EFC on their ISIR and have returned the Request for Emergency Grant Funds form.

Once the school receives the signed Emergency Grant Funds form, the funds will be disbursed by check. The check will be mailed to the address listed on the Emergency Grant Funds form.

1. The follow instructions/directions/guidance was/will be provided by our institution to students concerning the Emergency Financial Aid Grants.

IMPORTANT

INSTRUCTIONS FOR COMPLETION OF

REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS

Under the CARES Act, Pub. L. No. 116-136

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for student and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student’s Cost of Attendance, such as food, housing, course materials, technology, health care and child care.

In order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred. On the attached form, please provide details and amounts of any of the types of costs you may have incurred.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed**. **In order to receive this Emergency Grant, you must return the form to CDE Career Institute in the addressed envelope provided within 14 days of the date on this letter.**

**Please must remember to sign and date the form.**

If you have any questions, contact me as soon as possible.

Tina Albright, President

[talbright@cde.edu](mailto:talbright@cde.edu)

(570) 409-9023

REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS

Under the CARES Act, Pub. L. No. 116-136

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

**Street Address** at which I am sure to receive my Grant check:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State and Zip Code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, health care and/or childcare expenses?

\_\_\_\_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_\_\_\_NO

CATEGORY OF EXPENSE AMOUNT I HAVE PAID OUT

FOOD $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUSING $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE MATERIALS $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TECHNOLOGY $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List Technology: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEALTH CARE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD CARE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students. Each grant disbursed will be approximately $275.00 per eligible student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_/2020

**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Title of School Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_