

**The Coronavirus Aid, Relief, and Economic Security Act  
Higher Education Emergency Relief Fund  
Emergency Financial Aid Grants to Students**

**Shasta College's Reporting for Student Portion of the CARES Act Emergency Relief Fund (August 18, 2020)**

The Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), March 27, 2020, directs institutions receiving CARES Act funding to submit a report to the Secretary of Education describing the use of funds distributed from the Higher Education Emergency Relief Fund ("HEERF").

The CARES Act requires institutions to use no less than 50 percent of the HEERF allocation received from the CARES Act 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).

On April 9, 2020, the Department published documents related to the Emergency Financial Aid Grants, including a [letter](#) from Secretary Betsy DeVos, a form [Certification and Agreement](#) for signing and returning by institutions to access the funds, and a list of [institutional allocations](#).

The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and submit an initial report (the "30-day Fund Report") to the Secretary thirty (30) days from the date of the institution's Certification and Agreement to the Department.

The Department of Education will provide instructions for providing the required information to the Secretary in the near future. In the meantime, each HEERF participating institution must post the information listed below on the institution's primary website. The Department would like to receive the most current information from the date when the institution received its allocation for emergency financial aid grants to students, and the institution should have received its allocation within a few days after submitting the Certification and Agreement. Accordingly, the following information must appear in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under and updated every 45 days thereafter:

- 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.**

Shasta College signed and submitted the Certification and Agreement form on Thursday April 17, 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.**

Shasta College received \$1,836,637 for Emergency Financial Aid Grants to Students.

- 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 (August 18, 2020).**

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As of August 18, 2020, \$1,773,310 has been distributed.

**4. The estimated total number of students at the 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.**

- At the passing of the CARES Act on March 27, 2020, we interpreted Cares Act language to include students who received a California College Promise Grant, resulting in approximately 7,000 students would be eligible for HEERF funds.
- While HEERF-student share dollars are not Title IV financial aid, The Department of Education's April 21, 2020 guidance states that students must meet Title IV financial aid eligibility requirements in order to receive HEERF emergency grants. That reduced the total number of Shasta College students eligible to receive Emergency Financial Aid Grants down to only 2,763.

**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.**

- As of August 18, 2020, a total of 2,632 students have received funds.

**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.**

On May 6, 2020, the College ran an initial report to select the population of students who met the following criteria:

- Were Title IV financial aid eligible, as determined by the following:
  - Completed a 2019-20 FAFSA application
  - Completed their financial aid file (i.e., turned in any required verification documents)
- Had any amount of financial need
- Were enrolled in at least 3 units at the end of the term Spring 2020.
- Students who were already fully enrolled in online classes between January 13 – May 13, 2020 (start of the spring 2020 term and the date the President declared the Coronavirus a national emergency) were removed from this list, per Department of Education guidance issued on April 21, 2020.
- 2,726 were determined to be initially eligible.
- The College opted to distribute the HEERF funds equally among eligible students: \$673.75 per student was the initial award amount based on the initial number of eligible students.

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On May 19, 2020, the College updated the May 6, 2020 list to determine which students were still enrolled in at least 3 units as of May 15, 2020 (the last day of Spring 2020 term). As of that date, 2,571 were still eligible for the funding, and funds were disbursed on May 29, 2020 (\$673.75 to each student).

On May 29, 2020, we communicated with the 155 students who were initially eligible for CARES funding based on Spring 2020 enrollment and encouraged them to enroll in at least 3 units for Summer 2020. At Census (June 17, 20), we verified enrollment and on June 25, 2020, we disbursed CARES funds to 37 students from this group. An additional four students who should have been funded in the initial group but were not due to clerical error were also funded. All 41 students received \$673.75 each.

On June 29, 2020, our campus leadership approved granting CARES Emergency Financial Aid Grants to undocumented students, based on the injunction delivered by the United States District Court Northern District of California on June 18, 2020. Our eligibility criteria to award to undocumented students mirrored our eligibility criteria for Title IV eligible students, with the exception that we used the California DREAM Act Application as the financial aid application instead of the FAFSA. On July 16, 2020, an additional 19 students were awarded with this criterion, and one additional Title IV student was also awarded who should have been awarded in Spring 2020.

On August 6, 2020, campus leadership approved a plan for disbursing the remaining \$63,327 in CARES funds in Fall 2020; this plan would also include potential CARES Emergency Financial Aid Grant funds that may be approved through the Section 18004 application process (an additional \$90,180). The student population that would be eligible include:

- 2,632 students who have been awarded CARES grants to date
- 115 who were originally eligible in Spring 2020, but who dropped all classes in Spring 2020, and did not take classes in Summer 2020

In preparing this plan, we found that many of these students were not registered for classes for Fall 2020, and we recognized that the emotional and financial toll of the pandemic have negatively impacted their ability to continue their studies. CARES Emergency Financial Aid Grants will be disbursed to these students if they:

- Submit a 2020-21 FAFSA or California DREAM Act Application, and complete their financial aid file
- Have any amount of financial need
- Are enrolled in at least three units of coursework on August 31, 2020 (Shasta College's Fall 2020 Census)

Based on the number of students who meet these criteria on August 31, 2020, we will split the available CARES funding equally among the students.

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

Communications made to students prior to July 1, 2020 were included in reports dated May 18, 2020 and July 1, 2020.

On July 15, 2020, the following message was sent to undocumented students who were due to receive CARES grants:

*Dear First Name Last Name,*

*The CARES Act: Higher Education Emergency Relief Fund (CARES HEERF) was signed into law on March 27, 2020. You have been identified as a student who is qualified to receive an emergency grant of \$673.75 to help cover your "Cost of Attendance expenses" related to the disruption of campus operations due to the Coronavirus pandemic. Cost of Attendance expenses include food, housing, course materials, technology, health care, and child care.*

*These funds will be disbursed on Thursday, July 16, 2020, through regular Shasta College Financial Aid disbursement methods. For details about disbursement, visit [www.shastacollege.edu/fa](http://www.shastacollege.edu/fa) (BankMobile/Disbursements).*

*The California Community College Chancellor's Office (CCCCO) legal counsel indicated that although these funds provide cash assistance to students, they are intended to defray costs related to the current public health emergency and are not "income maintenance." Therefore, CARES HEERF funds should not be considered a "public benefit" for public charge purposes. If you are concerned about potential public charge consequences, please consult with an immigration attorney.*

*If you have additional questions, contact our office for assistance.*

*Sincerely,*

*Shasta College Financial Aid*

*11555 Old Oregon Trail*

*PO Box 496006*

*Redding, CA 96049-6006*

*530-242-7650*

*[www.shastacollege.edu/fa](http://www.shastacollege.edu/fa)*

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On August 4, 2020, the following message was sent to students about potential Fall 2020 CARES grants:

*Dear First Name Last Name,*

*Whether you are getting back on track or staying on your path this fall, Shasta College can help!*

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*As a student who qualified for a CARES ACT emergency student grant in spring or summer 2020, you are eligible for a Fall 2020 CARES ACT grant if you meet all the following criteria:*

- 1. Complete a 2020-21 FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (note: messages to undocumented students referenced the CA DREAM Act Application)*
- 2. Complete your financial aid file (i.e., turned in any required verification documents)*
- 3. Have any amount of financial need*
- 4. Are enrolled in at least 3 units at the Fall Census Date (August 31, 2020)*

*The amount of the CARES ACT emergency student grants for the Fall 2020 semester will depend on the number of students who meet these criteria.*

*Now is the perfect time to finish that degree or certificate, advance your career, or start that new job! We've made lots of positive changes to help you earn your degree like 8-week compressed courses, online tutoring, and an entirely new website. If you haven't already, apply for financial aid and enroll for the Fall semester today!*

*If you need assistance, call the Admissions/Records and Financial Aid Office at 530-242-7650. If you need to speak to a counselor, call 530-242-7724.*

*Sincerely, Shasta College Financial Aid 11555 Old Oregon Trail PO Box 496006 Redding, CA 96049-6006 530-242-7650 [www.shastacollege.edu/fa](http://www.shastacollege.edu/fa)*

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