

**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 (July 1, 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 (July 1, 2020).**

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As of July 1, 2020, \$1,759,835 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 July 1, 2020, a total of 2,612 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.

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

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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.

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

Communications made to students prior to May 18, 2020 were included in the first report dated May 18, 2020.

May 29, 2020 communication to the 155 students who were initially eligible for Spring 2020 about the possibility of new eligibility for Summer 2020:

I am sorry to notify you that we cannot award you a CARES Act Emergency Student Grant at this time. The original communication about this award (see message below my signature line) stated that "changes in your enrollment may affect your qualification to receive this award." After reviewing your records, we found that you were enrolled in fewer than three units at the end of Spring 2020. The CARES Frequently Asked Questions (link included in original message) specified that recipients must be "enrolled in at least 3 units at the end of the Spring 2020 term."

However, we recognize that you are likely still in need of these funds, and we would like to help you access them and get back on track after Spring 2020. Campus leadership and the Financial Aid Office has approved new eligibility criteria specifically for you:

- 1. Register in at least three units for Summer 2020*
- 2. Financial Aid will check your enrollment the second week of the summer term*
- 3. If you are still enrolled in at least three units on 6/17/20, Financial Aid will re-award you the \$673.75, to be disbursed in late June*

We encourage you to also submit your 2020-21 FAFSA and your 2020-21 California College Promise Grant application. (Note: submitting the 2020-21 financial aid applications is not a requirement for receiving the CARES funding this summer, but it ensures that you are considered for other potential financial aid.)

If you have any questions, please let me know. I can be reached at btanner@shastacollege.edu (replies to this message will automatically come to me) or 530-242-7719.

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*Sincerely,
Buffy Tanner
Interim Associate Dean for Student Services*

ORIGINAL EMAIL sent on 5/8/20:

The President of the United States signed the CARES Act: Higher Education Emergency Relief Fund into law on March 27, 2020. You have been identified as a student who is qualified to receive an emergency grant 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. We anticipate disbursing these funds at the end of May. The amount of the award is dependent on the number of students who are eligible to receive CARES Act funds. Currently, your expected grant amount is \$673.75. Changes in your enrollment may affect your qualification to receive this award.

We have created a "Federal CARES Act Higher Education Emergency Relief Fund Frequently Asked Questions (FAQ) for Students" page on our Shasta College Financial Aid website to answer questions about eligibility for these funds. Please go to www.shastacollege.edu/fa to view the FAQ information.

These funds are federal assistance dollars and could be considered public benefits. Students and/or their spouses who are ineligible to receive federal public benefits should not accept these funds. Please refer to the FAQ page to determine if you should accept these funds.

If you have not received a financial aid refund from Shasta College before, we will send you a separate email with additional information about what you need to do to receive the funds.

If you have additional questions, contact the Shasta College Financial Aid Office at financialaid@shastacollege.edu or 530-242-7650.

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

In addition to direct student communication, the College posted a CARES Act: Higher Education Emergency Relief Fund Frequently Asked Questions sheet to the Shasta College Financial Aid

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website (added at the end of this report). The FAQ were included in the report dated May 18, 2020.