

Poplar Bluff Technical Career Center Cares Act Procedures

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 18004(a)(1) 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. ***The Poplar Bluff Technical Career Center Director signed on May 8th***
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. ***The Poplar Bluff Technical Career Center was allocated funds in the amount of \$25,427.00 to disperse to the students who applied for relief using the allocation method described below.***
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 (i.e., as of the 30-day Report and every 45 days thereafter). ***\$25,427.00 divided equally amongst students who applied for relief.***
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. ***22 students are estimated to be eligible to participate.***

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. **22/22 students have received the funds as of 7/7/2020 (Checks cut and dispersed to students)**
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. **See documentation below**
7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants. **Separate document posted (student letter/emails concerning relief funds and students were called and small meetings were held on campus)**

PBTCC Cares Act Procedures and Rationale:

TCC is applying for the grant allocation amount of \$50,853.00 through the Cares Act. 50% of the funds (\$25,427.00) will be distributed to our students who have completed the FASFA equally via the student account systems.

The Financial Aid Director will determine what students qualify after students signify need using the PBTCC Cares Act Funding Request document. Upon demonstrating need by completing the Funding Request Document, the Financial Aid Director will issue a PBTCC award letter for each student (mailed and emailed) that describes the money is from the Cares Act and will be used exclusively for their expenses during our closure time. Students must complete the Funding Request, students on Campus were spoken to directly and letters were mailed to students working on internship or who are out due to Covid 19.

Examples of student expenses the funds can be used for are food, housing, course materials, technology, health care, and child-care expenses. Students who are cash pay or private pay (and were not FASFA eligible) will receive a tuition write-off in lieu of the cares act funds of \$500.00 to help with these expenses as well. Students must remain enrolled during the Covid 19 crisis or working towards completion of their program to be eligible for the funds. Cares Act funds will be deposited into a student's account via our SIS system and refunded the whole amount regardless of the balance owed as per the Cares Act laws wording. If a student fails to indicate need by completing a need form (deadline June 12th, the remaining funds will be dispersed to the those who completed a form equally).

We will collect data from our payroll offices to demonstrated that PBTCC is and will continue to pay its employees during the period of disruption or closure to the greatest

extend practicable, and we will explain in detail all specific actions and decision related thereto, in compliance with section 18006 of the Cares Act.

We will utilize our current policies to ensure students are paid as quickly as possible and we will comply with US Department of Education and/or the Inspector General to ensure all funds are accounted for and dispersed in accordance with the Cares Act. PBTCC will report to the Secretary thirty days from the beginning of the agreement and every forty-five thereafter in accordance with 2 CFR 200.333 through 3 CFR 200.337

The remaining 50% once available (upon guidance from Campys Ivy and the US Department of ED) will be distributed in a manner best suited to support PBTCC and its facets going forward. This component may change given the forthcoming guidance.

Questions about this policy can be directed to pbtccinfo@pb.k12.mo.us or by calling 573-785-2248 and speaking with the Director.

Updated 7/7/2020

Reviewed 8/31/2020

Updated 10/19/2020 Final Report on 18004 (a) (1) of Cares Act