Narrative for HEERF

June 22, 2022

Methodologies:

**Hardship** - Every month students who are enrolled for six credits or more will be eligible for a hardship assistance payment. The FAO/assistant maintains a list of students who are eligible for payment every month. Eligibility is dependent upon SAP (satisfactory academic progress). The list of students who are initially determined to be eligible will be shared with instructors.

**Instructors must respond timely with concerns of students who may not be passing their class with a C.** The FAO/assistant will request a hold on payments to students who may have a SAP issue. The FAO/assistant will notify finance staff of students whose payments are on hold to release or void them by the 2nd week of the following month (for instance, Little Johnny may not be passing several classes in January so his check is on hold.

**DOE** - In April of 2022, we will issue a Department of Education payment. This is essentially the final payment of the year for money. It is based on credits (minimum of six) and ranges in amounts from $700-$2,000. Again, it is SAP and midterms will be the base. FAO/Assistant will reach out to instructors with list of students to determine if there are issues. Same as Hardship process.

**Student Exceptional Need** – Application must be completed at FAO/Assistant. Institution must prioritizes students with exceptional need (we do not need to verify if student proclaims it we do not need to verify). Amounts to be determined by FAO/assistant (if amounts fluctuate, should pass this through the Office of the President). **Check must be made to Student ONLY.**

To receive HEERF funding, students were required to fill out the hardship/HEERF form in order to be considered for the Exceptional Need funding request. A request was submitted in writing; handwritten, typed, or via email. The amount awarded was determined on a case-by-case basis and a one-time payment was made directly to the student. Once the request was submitted, the FAO/assistant would read the request, and determine the amount, and based on the exceptional need, students that had satisfactory academic progress were awarded. Examples of requests include, monies for rent, food, car repairs, basic necessities, child care, overdue bills, car payments, gas money. According to the Academic Standing Report, 84% of students from SP 22 term were in good academic standing. This is a good indication that the funding played a significant role in helping students be successful. Many students called or emailed staff/instructors of how much they appreciated the help, some even expressed that without that help, getting through the semesters successfully would have not been possible.

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