

Quarterly Public Reporting for HEERF I, II, III (a)(1) and (a)(4) Student Aid Portion

The Federal government enacted the HEERF I grants under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), HEERF II grants under the 2021 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA, Section 314 of the Consolidated Appropriations Act, 2021) and HEERF III grants under the American Rescue Plan Act of 2021 (ARP) section (a)(1) and (a)(4) programs to make Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the 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 July 1, 2021 to September 30, 2021.

- I. 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 the applicable amount of funds designated under the CRRSAA and ARP (a)(1) and (a)(4) programs to provide Emergency Financial Aid Grants to Students.
- II. The total amount of funds that the institution has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students is **\$742,349.00**.
- III. The total amount of Emergency Financial Aid Grants distributed to students under CRRSAA and ARP (a)(1) and (a)(4) programs as of September 30, 2021 is \$215,400.
- IV. The estimated total number of students at our institution eligible to participate in programs under Section 484 of Title IV of the Higher Education Act of 1965 and who are eligible to receive Emergency Financial Aid Grants under the CRRSAA and ARP (a)(1) and (a)(4) programs is 130 students.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs to date is 84 students have received a grant.
- VI. The following is the method used by the institution to determine which students receive Emergency Financial Aid Grants and how much each student has received/will receive under the CRRSAA and ARP (a)(1) and (a)(4) programs are provided at:
Attachment A: Policies and Procedures for Emergency Financial Aid Grants to Students
Attachment B: Special Request for Emergency Financial Aid Grant Funds
- VII. The following instructions/directions/guidance was provided by our institution to students concerning the Emergency Financial Aid Grants.
For some information data suppression was used in order to protect students' privacy.
The Attached Policies and Procedures were provided to all students, so they will be properly informed how they will be able to receive an Emergency Financial Aid Grant Funds.

Attachment A

Policies and Procedures Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA), signed into law on December 27, 2020

Updated August 18, 2021

On March 27, 2020, Congress authorized the US Department of Education to provide Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds provided to students through CARES and subsequent CRRSAA acts are for the disruption of campus operations due to coronavirus, such as food, housing, course materials, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.

*Merkaz Bnos will be disbursing funds to enrolled students, prioritizes the **neediest of students**, based on the following criteria:*

- You must be eligible to receive Title IV Aid and/or New York State Tuition Assistance Program:
This means you must be eligible to receive such as one or more of the following federal aid programs: Pell Grant, FSEOG, Direct Loan, Federal Work Study or a student may prove financial hardship via proof of receiving any Public Assistance such as Food stamps, Medicaid or unemployment benefits for a student or for a parent if the student is dependent.
- You must be actively enrolled in a Diploma or Certificate program at Merkaz Bnos at the time when you receive the grant.
- You must be a student at good standing as defined at the Merkaz Bnos catalog.
- Effective August 18, 2021 and thereafter the maximum award for the attending Full-time eligible students will be \$4,000. Eligible students, attending Merkaz Bnos on August 18, 2021, who received a lesser amount of only \$1,800, may be eligible to receive an additional award of \$2,200 (total of \$4,000). Or the amount requested by the student, on the special grant request form, whichever is less. This method of fund distribution will be used equally for all eligible students.
- These funds are a grant. They are not a loan and do not require to be paid back. These funds are also nontaxable for federal purposes.
- According to the US Department of Education, the funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of regular campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care or as indicated on their request form. Therefore, students must inform Merkaz Bnos in writing to what purpose(s) the funds shall be used.
- Funds will be provided to students in the form of a check, and may be picked up by student or mailed out to the student via US Postal Service.
- Eligible students will be required to complete a special form requesting the funds and confirm the receipt of the grant.
 - o Confirmation on the special form includes that the student has been negatively impacted by COVID-19.
 - o Which of the allowable uses the student intends to use the funds for including (Food, Housing, Course materials, Technology and for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care.
 - o Correct spelling of the student's name.
 - o Mailing address - any errors in mailing address that result in a lost check may result in a bank related fee and/or delay on replacement funds.
- Up to a maximum of \$742,349 of the funds received may be available to be distributed to the eligible enrolled students affected by COVID-19.
- Student disbursements will be tracked using the CARES/HEERF Grant template and posted on the school website www.mbs-career.org
- A copy of the request for Emergency Financial Aid Grants Fund form will be maintained in the student file.

The students will be informed about the policies concerning the CARES and CRRSAA Acts funds and receive the proper form through the college website www.mbs-career.org and/or via email. Once the necessary form is completed and received by the school, the funds will be distributed within 10 days.



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Attachment B

**REQUEST FOR EMERGENCY FINANCIAL AID
GRANT FUNDS**

**Under the CARES Act, Pub. L. No. 116-136 and the
Coronavirus Response and Relief Supplemental
Appropriation Act, 2021 (CRRSAA), signed into law on
December 27, 2020.**

Student Name: _____

Student ID#: _____

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, for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, health care (including mental health care) or child-care _____ YES _____ NO

CATEGORY OF EXPENSE

AMOUNT I HAVE PAID OUT

FOOD \$ _____

HOUSING \$ _____

COURSE MATERIALS List
Materials: _____ \$ _____

TECHNOLOGY
List Technology: _____ \$ _____

HEALTH CARE \$ _____

CHILD CARE \$ _____

OTHER (SPECIFY) _____ \$ _____

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.

I have received a copy of Policies and Procedures for Emergency Financial Aid Grants to Students.

Student Signature: _____

Date: _____

FOR SCHOOL USE ONLY

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ _____

CHECK#: _____

Signature and Title of School Representative: _____

I certify that I received an emergency financial aid grant from Merkaz Bnos in the amount of _____

Student Signature: _____

Date: _____



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CARES/HEERF GRANT FUNDS ACKNOWLEDGMENT & CONSENT FORM

The CARES/HEERF Grant funds may be applied to the student account upon consent. It is acknowledged that it is an option to have the funds applied to the student account and that it is not required to do so. A student may elect to have the CARES/HEERF funds disbursement directly to him or her.

NOTE: Any funds that exceed the balance on the student account will be refunded directly to the student.

Student Name (Printed): _____

Student SSN: XXX-XX-_____

I _____ hereby give my consent to Merkaz Bnos and hereby request to apply my CARES/HEERF grant disbursement directly to my student tuition account.

Student Signature: _____ Date: _____

I acknowledge that having the grant funds disbursed/credited to my student tuition account is an option and I am not required to have the funds disbursed to my student account. I may receive the grant paid directly to me by check.

Student Signature: _____ Date: _____