



Millersville University

CARES Act General Report

5/29/2020

INTRODUCTION

On March 27, 2020, the President of the United States signed the CARES Act (H.R. 748), which provides emergency relief funds to organizations and individuals affected by the coronavirus pandemic. The Higher Education Emergency Relief Fund (HEERF), found in Section 18004 of the CARES Act, provides funding to institutions of higher education “to prevent, prepare for, and respond to coronavirus”. This report provides details on the emergency funds that Millersville University received under the HEERF to provide to students.

ACKNOWLEDGEMENT OF FUNDING & CERTIFICATION

Millersville University signed and submitted the [Department of Education Certification and Agreement](#) on April 13th, 2020 and received the funds on April 28th, 2020. Under 18004(a)(1) of the CARES Act, the total amount allocated to the university is **\$5,617,301**. No less than 50 percent of these funds, totaling **\$2,808,651** will be distributed to students as per the terms of the certification.

DISTRIBUTION OF FUNDS

Millersville University received a total of **\$5,316,701** for the institutional and student shares. Fifty percent of that amount will be distributed to students. For distributed award information by date, please refer to the information updated on the website every 45 days under [Distribution of Funds](#).

AWARDING

Each student who successfully completes an application and, after going through system and manual checks, is still deemed eligible, will be funded. Millersville University wants to provide as much funding as we can to each applicant, thus we have established a determination of need based on the students' Expected Family Contribution (EFC). Because we want to address the neediest students, we will distribute the funds in the following manner:

- 0 to 5,576 EFC - \$1,000
- 5,576 to 10,000 EFC – \$750
- 10,001 and above - \$500

While we wish to help as many students as possible, we determined that awarding all eligible students across the board would give all students a little over \$300 each.

STUDENT ELIGIBILITY

KEY ELIGIBILITY CRITERIA (as dictated by the Department of Education)

- Student must have a complete 2019-2020 FAFSA on file with Millersville University
 - A complete FAFSA means that the SSN, Selective Service, citizenship, and high school completion requirements are satisfied. It was our determination that we do not have the capabilities of verifying this information in any other way.
- Student must be in a Title IV eligible program
 - Federal regulations require that the student be Title IV eligible; this requirement includes that their program be Title IV eligible as well
- Students must be making Satisfactory Academic Progress (SAP)
- Students must have been enrolled in the Spring 2020 Semester
- Students must not have been in an exclusively online course prior to March 13th, 2020 – the date President Trump declared a national disaster

There are additional criteria that students must meet, however the information required on the FAFSA satisfies any remaining eligibility criteria.

Based on these criteria, Millersville University has 4,534¹ students eligible to receive money from the CARES Act.

APPLICATION SPECIFICS

To reasonably establish need based on COVID-19 related expenses, an application was necessary.

APPLICATION SIGN-IN & ELIGIBILITY DETERMINATION

- Once a student clicks on the link to apply, they will be brought to a sign-in page, using their MU username and password.
- The following checks occur right at sign in:
 - *Contact Information:*
 - *Name*
 - *MU ID #*
 - *Email address*
 - *Mailing address*
 - *Phone Number*
 - *Enrollment Status for Spring 2020 as of March 13, 2020*
 - *Completed 2019-2020 FAFSA on file*
 - *Satisfactory Academic Progress status*
 - *Class Level/Credits Earned*
 - *Program Enrolled*
 - *NOTE: Any students enrolled in non-Title IV ineligible programs will be taken immediately to the page indicating that they are ineligible to apply.*

¹ The number of eligible students excludes those ineligible for Title IV aid (e.g., non-degree seeking students, non-U.S. citizens) as well as those enrolled exclusively in online programs prior to March 13, 2020, which the U.S. Department of Education deemed ineligible to receive CARES Act funds.

After IT gathers the above data elements as student signs in, the system will determine if the student is eligible to apply or not.

If they are **not eligible to apply**, they will receive the following message:

Thank you for your application. Unfortunately, you do not meet the eligibility requirements set forth by the Department of Education to receive CARE Relief Funds at this time. For more information on the eligibility requirements of this relief program, please click [here](#) or contact Kristen Castaldi at kristen.castaldi@millersville.edu to inquire if there is anything you can do to be considered eligible.

If they have **already applied**, they will be given the following message:

Thank you for your interest in the CARES Relief fund. We already have an application on file for you! Please allow 7-10 business days for your application to be reviewed by the Office of Financial Aid. You will receive an email to your Millersville email address if you have been awarded.

Once you have received an email regarding your award, please allow 5-7 business days for the Office of Student Accounts (OSA) to process your refund.

APPLICATION

If they are **eligible to apply**, the student will be able to proceed to the application:

CARES ACT COVID19 FEDERAL AID REQUEST FORM

Residential Status Prior to Covid19 (March 13th)

On-campus (in the dorms)

Reason for Requesting Fund. Description of need: (Select one or more and/or fill in other reason.)

- Rent
- Bills
- Food
- Health/medical expenses
- Technology expenses

Other reason, please specify:

I understand that the advanced funds shall not be used for any purpose other than expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

Release: 9.1

Reason for Requesting Funds/Description of need: (allows student to select multiple options)

- Rent
- Bills
- Food
- Health/medical expenses
- Technology expenses
- Other
 - Please Specify: (requires write in option)

Confirm Housing Status

- On Campus (living in dorms prior to March 13, 2020)
- Commuting (from home with parents prior to March 13, 2020)
- Off-Campus (from own apartment/house prior to March 13, 2020)

Confirm Intent of Funds & Submit Application

- (Check box) I understand that the advanced funds shall not be used for any purpose other than expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

Once the student submits their application, they will receive the following message:

"Thank you for submitting your application! Assistance from the CARES Relief Fund will continue to be awarded to eligible students based upon availability. Please allow 7-10 business days for your application to be reviewed by the Office of Financial Aid. You will receive an email to your Millersville email address if you have been awarded."

TRACKING OF APPLICATIONS & COMMUNICATION

Upon successful submission of an application a line item on the student's account will be created named 'CARES'. The status of this item begins in an 'N' status, indicating received and awaiting review.

Once funds have been allocated to the student, the status of the CARES line item is changed to an 'S', indicating that the application has been processed and satisfied.

When a student has been awarded CARES Relief Funds, they receive the following email:

"Dear Student,

Congratulations! Based on your application, you meet all eligibility requirements to receive money from the CARES Relief Fund. Please remember these funds are available to assist students with educational costs such as food, housing, course materials, technology expenses, health care, and childcare during these uncertain times.

The amount of your award is \$1000/\$750/\$500, to be refunded directly to you within 5-7 business days.

***Are you signed up for direct deposit?** To ensure that funds reach you as quickly as possible, please make sure to sign up for Direct Deposit. If you have already signed up, log in to your account to make sure your information is correct. You can sign up by visiting the Office of Student Accounts website and then clicking on the "Refund" link on the right.*

*Sincerely,
Millersville Office of Financial Aid"*

If a student is deemed ineligible after manual review:

If the student does not meet eligibility requirements to receive CARES funding, the CARES line item will be changed to a 'D' for denied and the student will be sent an email. Currently, the only disqualifying reason thus far is if a student indicates that their only reason for applying for the fund is due to loss of income. The CARES Act specifies that students are only eligible for funding if they incurred additional expenses, rather than losses. We have not denied any students after manual review as of May 29th, 2020.

Message sent to students deemed ineligible after manual review:

"Dear Student,

Unfortunately, we have determined that you are ineligible to receive funding from the CARES Relief Fund. This is due to <<reason listed here>>. The university also has the EPPIIC Student Compassion Fund for students in need due to the impacts of the coronavirus. You can access the application on the Millersville University website under the link 'COVID-19', then click on 'Students in Need'. The application will be available on the next page.

I am sorry that we are unable to provide you with assistance from the CARES Relief Fund at this time. Please feel free to reach out if you have any questions or concerns.

Sincerely,

Millersville Office of Financial Aid"

COMMUNICATION & INSTRUCTIONS SENT TO STUDENTS

The CARES Relief Fund application went live on the Millersville University website on May 4th, 2020. The application was made available through the following means:

- [Millersville University's website home page under the Feature section](#)
- [Millersville University's Financial Aid website home page under the Navigation Bar and Important Notices](#)
- [Millersville University's Office of Student Accounts website home page under Important Notices](#)
- [Millersville University's Coronavirus website](#)
- [Millersville University's Students In Need website](#)
- [Press Release on University Blog and with local newspapers](#)
- ['Ville Daily Flyer \(daily Millersville email to all students, faculty, and staff\)](#)
- Information was shared on social media outlets including Facebook and Instagram
- An email was sent to all current Millersville University students:

"Has COVID-19 impacted you financially for the current spring semester? The Higher Education Emergency Relief Fund, CARES Act, is now available to assist Millersville University students who have been impacted by the coronavirus. If you need additional funding to help you with educational costs such as food, housing, course material, technology expenses, health care, and childcare during these uncertain times, we encourage you to apply for the CARES Relief Fund online.

To view the eligibility requirements, please go to the Financial Aid homepage and click on CARES Relief Fund.

Sincerely,

Office of Financial Aid

IMAGES OF WEBSITE & FAQs

See the following pages 7-9

CARES RELIEF FUND

The Higher Education Emergency Relief Fund, CARES Act, was created to provide assistance to eligible Millersville University students whose lives have been impacted by the disruption of campus operations during the spring semester due to the coronavirus, COVID-19. These funds are available to assist students with educational costs such as food, housing, course materials, technology expenses, health care, and childcare during these uncertain times.

APPLY NOW! >

VIEW ELIGIBILITY REQUIREMENTS >

FREQUENTLY ASKED QUESTIONS (FAQ)

- What is the timeline for applications to be reviewed?
- How long will it take to receive the funds?
- Am I guaranteed additional money if I fill out an application?
- I am not eligible to apply for the CARES Relief Fund. Are there any other resources for me to apply?
- If I do not meet the eligibility requirements, is there anything I can do to be considered eligible?
- Can I submit more than one application?

WHAT IS THE TIMELINE FOR APPLICATIONS TO BE REVIEWED?

Please allow 7-10 business days for your application to be reviewed. You will receive an email to your Millersville email address if you have been awarded.

HOW LONG WILL IT TAKE TO RECEIVE THE FUNDS?

Once you have received an email regarding your award, please allow 5-7 business days for the Office of Student Accounts (OSA) to process your fund.

For students signed up for Direct Deposit:

- Refunds will appear in your bank account on file within 3-5 business days from the date your refund is processed with OSA.

For students *not* signed up for Direct Deposit:

- Refunds will be mailed to your home address on file and can take up to two weeks to be received.

To ensure that funds reach you as quickly as possible, please make sure to sign up for Direct Deposit. If you have already signed up, log in to your account to make sure your information is correct.

SIGN UP FOR DIRECT DEPOSIT!

AM I GUARANTEED ADDITIONAL MONEY IF I FILL OUT AN APPLICATION?

The Office of Financial Aid will continue to award students who meet all the required eligibility requirements, until the available funds received from the Department of Education have been depleted.

I AM NOT ELIGIBLE TO APPLY FOR THE CARES RELIEF FUND. ARE THERE ANY OTHER RESOURCES FOR ME TO APPLY?

While you may not qualify for the CARES Relief Fund, we encourage you to apply for Millersville University's EPPIC Compassion Fund.

- The EPPIC Compassion Fund is intended for students facing undue financial hardship from COVID-19 and in need of support and emergency assistance.
- All full-time, currently enrolled graduate or undergraduate students in good standing* with the University are eligible to apply for support from the Millersville University EPPIC Student Compassion Fund.
 - **Good standing refers to having at least a 2.0 GPA and not being on academic suspension or behavioral probation or suspension or having outstanding fines.*

APPLY NOW

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IF I DO NOT MEET THE ELIGIBILITY REQUIREMENTS, IS THERE ANYTHING I CAN DO TO BE CONSIDERED ELIGIBLE?

Contact Kristen Castaldi at kristen.castaldi@millersville.edu to inquire if there is anything you can do to be considered eligible.

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CAN I SUBMIT MORE THAN ONE APPLICATION?

Students can only submit one application at this time. If you have already submitted an application, please refer to review timeline and eligibility requirements listed above.

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