COVID 19 Stimulus Fund Disbursement Policy for Students

Emergency Support Lead and Committee (Includes all campus stake holders)

- Dr. Greg Powell-Lead
- Committee Members
- Alan Howard
- Dr. Billy Adams
- Don Clinton
- Jessica Pace
- Jeremy Dorman
- Denise Welch

Total funds received for student aid--$753,666.00

Guideline for disbursement of funds:

Application

1. Each student must complete a very simple application with this statement: This application is for emergency financial aid grants directly to students for their expenses related to the disruption of campus operations due to coronavirus (COVID 19). The application will list the following topics and the student should check all that apply.
   a. food
   b. housing
   c. course materials
   d. technology
   e. health care
   f. child care

2. The application will be online for eligible students to access. To be eligible, a student must have the following:
   a. US Citizenship-Verified via the FAFSA or Apply Texas Application
   b. Eligible Non-Citizen
   c. Valid SSN
   d. Registered with Selective Service (Male Students Only)
e. High School Diploma, GED or Completion of High School in an approved homeschool setting

3. Students will be sent both text messages and emails to ensure all students are notified. Also, the Canvas (LMS) notification system and social media will be used.

4. All Eligible students in attendance in at least 3 hours or a workforce certificate on March 13, 2020 will be considered regardless of their federal financial aid status for the 2019-2020 academic year.

5. The application will be available online at https://www.panola.edu/public-relations/pccares.html from April 27, 2020 to May 22, 2020.

6. The direct application link will be https://form.jotform.com/PanolaMain/caresact.

Disbursements

1. Each student that applies and qualifies will receive CARES Act funds in an amount to be determined by the College. Funds will be awarded through the financial aid office directly to the student’s account and then the business office will deposit the funds to the student debit card, direct deposit or by check. The student will make their choice of fund delivery using Campus Connect, if they have not done so already.

2. Students must be enrolled as of March 13, 2020 to qualify for emergency funds.

3. Fund amounts can be disbursed on a case by case basis using the following formula. The evaluation of the need will be based on the following criteria:
   a. Each student that applies, is enrolled, and qualifies as of March 13, 2020 in 3 or more hours or a workforce certificate program at Panola College will receive an equal amount based on the number of applicants.
   b. Not to exceed $1000.00

Data Collection

1. Data collection will be tracked through both the POISE system for disbursement and the application system for student data.

2. This will be used for internal and external reports.

Application Processing

1. All applications are in spreadsheet format for review.

2. Each application will be checked for Title IV qualifications.

3. The elements checked are as follows:
   a. Enrolled for at least 3 hours as of March 13
   b. FAFSA Filed
   c. If no FAFSA then the following:
      i. US Citizenship
      ii. Eligible Non-Citizen
      iii. Valid SSN
iii. Valid SSN  
iv. Registered with Selective Service (Male Students Only)  
v. High School Diploma, GED or Completion of High School in an approved homeschool setting

4. Once the application is approved, the money will be disbursed through the financial aid office as a pass through to the student’s account.

5. Once on the student account, the money will then be disbursed directly to the student via the selected method by the student.

6. The Disbursement choices are:
   a. Deposit to the student’s ID/Debit card
   b. Direct deposit to the student’s bank account
   c. Paper check mailed to the verified address.

[Signature]  
Committee Lead Signature  
5-26-2020  
Date