



LOUISIANA CULINARY INSTITUTE

CARES HEERF Policy

April 29, 2020

Updated May 11, 2020

I. Background

In March 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. A portion of the funding of this bill is designated for distribution by the U.S. Department of Education (ED), specifically called the Higher Education Emergency Relief Fund (HEERF). Distribution of the funds to post-secondary institutions will be two-fold, with the first portion of funding to be used to assist Title IV eligible students as emergency grant aid for expenses related to the disruption of campus operations due to the coronavirus. Per ED, the remaining portion of grant aid may be used by the post-secondary institution for any costs associated with the significant changes to the delivery of instruction due to the coronavirus.

ED makes the determination on the amount of funding a post-secondary institution receives based upon the institution's full time equivalent (FTE) enrollment. The calculation is based on 75% of the institution's FTE enrollment receiving Pell Grant and 25% FTE enrollment who were not Pell Grant recipients.

LCI signed and returned the required Certification and Agreement documentation to ED in order to obtain funds for its students.

II. LCI Policy

Louisiana Culinary Institute (LCI) administration has reviewed and listened to multiple webinars and guidance on the requirements of the HEERF grant aid. After careful review, LCI has decided to issue all received HEERF emergency grant aid, not just the first portion, directly to its Title IV eligible students. LCI will retain no HEERF emergency grant aid for institutional costs associated with the significant changes to the delivery of instruction due to the coronavirus.

A. First Portion HEERF Grant Aid Distribution

LCI administration has submitted the necessary documents to receive the first portion of funding of HEERF grant aid. It is unclear when the amount will be transferred to LCI from ED; however, when transferred, the amount will be equally divided among the Title IV eligible students that were active at any time during the online learning portion of the January semester, or March 23, 2020 – May 6, 2020. Active will be defined as completing one assignment via the online learning portal, Canvas.

Additionally, ED has mandated that funds are to be only provided to Title IV eligible students. Eligibility is determined by the completion of a Free Application for Federal Student Aid (FAFSA) that would allow a student to receive Title IV aid, even if the student has not or will not utilize Title IV funding.

Once HEERF Grant Aid funds are received, the Master List of Title IV eligible students that were active during the timeframe stated above will be compiled. The funds will be equally divided between the students on that list. Funds will be issued in the form of a check to each student. Students will be contacted as to the best method for the student to receive their check, whether it be via mail or pick up.

B. HEERF Grant Aid Fund Recipient Usage

ED has mandated that HEERF grant aid funding issued to Title IV eligible students be used for expenses related to the disruption of campus operations due to the coronavirus. This includes food, housing, course materials, technology, healthcare and childcare. Recipients will receive a copy of this policy with this section highlighted with their HEERF emergency grant aid check.

C. Second Portion HEERF Grant Aid Distribution

As previously stated, LCI has decided to keep no HEERF grant aid funding for the institution and distribute it all to students. That being said, ED has not issued guidance as to when and what is needed to receive the second portion of the HEERF grant aid funds. When guidance is issued, LCI will apply for the receipt of and determine the allocation of those funds when received. Allocation will be based upon the guidance issued by ED, with the input of LCI administration.

III. First Disbursement Disclosure

On May 1, 2020, LCI received its first disbursement in the amount of \$51,847.00 (fifty-one thousand eight hundred forty-seven dollars and no cents). In accordance with guidance provided by ED and following LCI's policy of equal distribution among Title IV eligible students, LCI divided the funds among the seventy-five (75) Title IV eligible students that were active at any time during the online learning portion. LCI disbursed a total of \$51,847.50 (fifty-one thousand eight hundred forty-seven dollars and fifty cents), resulting in a check of \$691.30 (six hundred ninety-one dollars and thirty cents) to each of the seventy-five (75) students.