

KCAI Federal Coronavirus Aid, Relief, and Economic Security Act (CARES) Student Emergency Grants

Policies and Procedures *(as of 5/14/2020; updated 5/28/2020; updated 7/23/2020)*

On March 27, the United States Federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES). Kansas City Art Institute, on May 23, 2020, signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students. The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care). For more information on the CARES Act visit the [Department of Education's website](#).

Eligibility for Grants:

In order to receive a Federal CARES Act Student Emergency Grant, students must have been enrolled as a student for the spring 2020 semester. As of this date, students who are ineligible to receive federal financial assistance will not be considered. Please note, the US Department of Education does not allow CARES Act Emergency funds to be used for international, DACA, or undocumented students.

Students who are not eligible to receive the Federal CARES Act Student Emergency Grant may apply for emergency grants through the [KCAI Cares Grant](#).

CARES Act Grant Stipulations:

- Must be an eligible student
- The amount granted will be based on need as determined by the student's Estimated Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA).
- The grant does not have to be repaid.
- The grant will be paid via check made out to the student.
- In no event shall any grant exceed the maximum annual Pell grant amount in the given year.

Review Process:

- All eligible students will be reviewed by a committee that consists of the Director of Financial Aid (or designee), Vice President and Dean of Students (or designee), and Vice President for Enrollment Management (or designee).

- Funds will be distributed on a first-come-first-served basis and will be awarded on a rolling basis as long as funds remain available.
- The committee will meet electronically and may conduct business via email, web conference, and/or teleconference.
- The committee shall keep a log of all grant awards and amounts, and date of review.
- In reviewing grant questionnaire, the committee shall make grant distributions as follows:

Estimated Family Contribution (EFC)	Grant Awarded
\$0	\$1,100
\$1-\$5,576	\$1,000
\$5,577-\$12,000	\$700
\$12,001-\$20,000	\$325
\$20,001- above	\$200

- All students will be notified of their eligibility and grant amount via email.
- Please allow 4-6 weeks for questionnaire review and check processing, if applicable.

Additional Resources:

KCAI has established the KCAI CARES FUND to assist all students, including those who are not eligible to receive the Federal CARES ACT grants. [KCAI Cares Grant Application](#)

CARES ACT Reporting

- 5/14/2020:
 - The working group finalized the policy and procedures document, and the document is available to our [website](#).
 - All degree-seeking students enrolled in the spring 2020 semester have received an email containing information about the CARES Act, a link to our policy and procedures document, and a link to our questionnaire.
 - Eligibility Review Committee will meet weekly before Wednesday, and grant checks will be processed weekly on Thursdays beginning the week of May 18, 2020.
 - The number of grant awards and total dollars awarded will appear in next month's update.

- 5/18/2020
 - The review committee met and reviewed 89 questionnaires for eligibility
 - 88 students met the eligibility requirements, resulting in total awarding of \$68,800

- 5/26/2020
 - The review committee met and reviewed 29 questionnaires for eligibility
 - 2 students had an incomplete questionnaire and were contacted to update their questionnaire.
 - 27 students met the eligibility requirements, resulting in total awarding of \$21,100
 - To date, 115 students have received a CARES Grant, resulting in a total awarding of \$89,900.

- 5/28/2020
 - The policy and procedure document and CARES FAQ were updated to reflect [updates to the distribution of CARES fund as it related to Title IV eligibility.](#)
 - All degree-seeking students enrolled in the spring 2020 semester have received an email containing updated information about the CARES Act, a link to our policy and procedures document, and a link to our questionnaire.

- 6/1/2020
 - The review committee met and reviewed 73 questionnaires for eligibility.
 - All 73 students met the eligibility requirements, resulting in total awarding of \$58,050
 - To date, 188 students have received a CARES Grant, resulting in a total awarding of \$147,950.

- 6/8/2020
 - The review committee met and reviewed 18 questionnaires for eligibility
 - 18 students met the eligibility requirements, resulting in total awarding of \$16,200
 - To date, 206 students have received a CARES Grant, resulting in a total awarding of \$164,150.

- 6/15/2020
 - The review committee met and reviewed 10 questionnaires for eligibility
 - 10 students met the eligibility requirements, resulting in total awarding of \$8,050
 - To date, 216 students have received a CARES Grant, resulting in a total awarding of \$172,200.

- 6/22/2020
 - The review committee met and reviewed 64 questionnaires for eligibility

- 63 students met the eligibility requirements, resulting in total awarding of \$40,200
- To date, 279 students have received a CARES Grant, resulting in a total awarding of \$212,400.
- 6/29/2020
 - The review committee met and reviewed 36 questionnaires for eligibility
 - 30 students met the eligibility requirements, resulting in total awarding of \$19,950
 - To date, 309 students have received a CARES Grant, resulting in a total awarding of \$229,350.
- 7/6//2020
 - The review committee met and reviewed 10 questionnaires for eligibility
 - 9 students met the eligibility requirements, resulting in total awarding of \$6,400
 - To date, 318 students have received a CARES Grant, resulting in a total awarding of \$238,750.
- 7/13//2020
 - The review committee met and reviewed 1 questionnaire for eligibility
 - 1 student met the eligibility requirements, resulting in total awarding of \$700
 - To date, 319 students have received a CARES Grant, resulting in a total awarding of \$239,450.
- 7/21//2020
 - The review committee met and reviewed 5 questionnaires for eligibility
 - 4 students met the eligibility requirements, resulting in total awarding of \$2,600
 - To date, 323 students have received a CARES Grant, resulting in a total awarding of \$242,050.
- 7/22/2020
 - The review committee and Vice President for Advancement and General Counsel and Executive Vice President for Administration and CFO met to discuss the distribution/allocation of remaining funding. It was determined that the review committee would distribute the remaining funds to students who had:
 - Met the eligibility guidelines
 - Not received an emergency grant to date
 - The distribution of funds will begin as soon as possible.
- 7/28//2020
 - The review committee met and reviewed 5 questionnaires for eligibility
 - 5 students met the eligibility requirements, resulting in total awarding of \$2,550
 - To date, 328 students have received a CARES Grant, resulting in a total awarding of \$244,600.
- 8/3//2020

- We distributed the bulk of the remaining funds to all students enrolled in spring 2020 with a current FAFSA on file.
 - We awarded 278 students, resulting in a total of \$166,525
- In addition, the review committee met and reviewed 2 questionnaires for eligibility
- 1 student did not meet the eligibility requirements and another need to submit additional information.
- To date, 606 students have received a CARES Grant, resulting in a total awarding of \$411,125.

- 8/10/2020
 - The review committee met and reviewed 3 questionnaires for eligibility 1 student met the eligibility requirements, resulting in total awarding of \$200
 - To date, 607 students have received a CARES Grant, resulting in a total awarding of \$408,325.
- 8/12/2020
 - The review committee met and reviewed 1 questionnaire for eligibility 1 student met the eligibility requirements, resulting in total awarding of \$700
 - To date, 608 students have received a CARES Grant, resulting in a total awarding of \$412,025.
- 8/31/2020
 - The review committee and Vice President for Advancement and General Counsel and Executive Vice President for Administration and CFO met to discuss the distribution/allocation of remaining funding. It was determined that the review committee would do the following:
 - Email the 42 students enrolled in spring 2020 to notify them that they have until Friday, September 4, 2020 to complete the supplemental eligibility questionnaire for Federal CARES funds. Students who do not complete the process by this time forfeit their opportunity to receive these funds and the remaining funds will be awarded to students enrolled in Spring 2020 with a zero EFC.
 - distribute the remaining funds to students who had:
 - Met the eligibility guidelines
 - Were enrolled in Spring 2020 and have a zero EFC, as determined by the 2019_2020 FAFSA.
 - The distribution of funds will begin as soon as possible after Monday, September 7, 2020.

- 9/01/2020
 - The 42 students enrolled in spring 2020 mentioned above, were emailed to notify them that they have until Friday, September 4, 2020 to complete the supplemental eligibility questionnaire for Federal CARES funds. Students who

do not complete the process by this time forfeit their opportunity to receive these funds and the remaining funds will be awarded to students enrolled in Spring 2020 with a zero EFC.

- 9/14/2020
 - The review committee met and reviewed 1 questionnaire for eligibility from a supplemental questionnaire student. This student met the eligibility requirements, resulting in total awarding of \$200
 - In addition, we awarded the remaining funds equally to the 129 students enrolled in Spring 2020 with a zero EFC.
 - To date, 608 students have received a CARES Grant, resulting in a total awarding of \$420,333.