

TO: Financial Aid Officers
Chief Executive Officers
Chief Student Services Officers
Chief Business Officers

FROM: Gina Browne
Dean, Educational Services & Support

RE: Disaster Relief Emergency Student Financial Aid

This guidance memo provides information about the Disaster Relief Emergency Student Financial Aid program.

[Senate Bill 116](#) makes available \$11 million in local assistance funds, originally available for the California Dreamer Service Incentive Grant program, to be used to provide disaster relief emergency student financial aid to California community college students.

Student Eligibility Criteria

To be eligible to receive aid, students must:

- Demonstrate financial need.
- Be exempt from paying nonresident tuition under [Section 68130.5](#).
- Have completed the California Dream Act Application, California College Promise Grant (CCPG) application, or applied for financial aid by other means established by the college.

Colleges are encouraged to maximize the use of these funds and proactively reach out to students who have unmet need with information about the availability of direct emergency aid. Each college or district may establish awarding criteria, award amounts, and procedures to ensure equitable distribution of funds to students. Emergency aid should not have a negative impact on a student's financial aid package and where applicable, the financial aid office should exercise professional judgment to increase the student's cost of attendance (COA). Funds are meant to supplement, and not supplant, existing student aid provided to qualifying students.

Allocation Funding Formula

The allocation funding formula evenly divides the \$11 million appropriation into two factors: (1) number of students exempt from paying nonresident tuition and (2) the number of CCPG fee waivers at each college.

Factor 1 – Students exempt from paying nonresident fees

$$\frac{\text{\# of students exempt from paying nonresident fees (college)}}{\text{\# of students exempt from paying nonresident fees (system)}} \times \$5,500,000$$

Factor 2 – CCPG fee waivers

$$\frac{\text{\# of CCPG fee waiver recipients (college)}}{\text{\# of CCPG fee waiver recipients (system)}} \times \$5,500,000$$

Total allocation = Factor 1 + Factor 2

Allocation Funding Request

To receive funding, colleges must answer the questions on the Disaster Relief Emergency Student Financial Aid funding **request form**. Completed forms must be received by Friday, October 8, 2020. Only one form per college is required.

Required Reporting

On or before January 20, 2021, each community college that receives funding shall report to the Chancellor's Office the number of students served, the total amount of financial aid provided, and the average award amount provided to qualifying students. A report template will be sent to colleges in the first week of January 2021. On or before January 30, 2021, the Chancellor's Office is required to report to the Department of Finance and the Joint Legislative Budget Committee the information it receives from community colleges.

If you have questions regarding this memo, please contact me at gbrowne@cccoco.edu.

cc: Rebecca Ruan-O'Shaughnessy, Vice Chancellor Educational Services and Support
Aisha Lowe, Vice Chancellor Educational Services and Support
Marty Alvarado, Executive Vice Chancellor Educational Services and Support