



## **CARES Act Eligibility Policy, Procedure and Distribution of the Emergency Funds**

**Charlie's Guard, Detective Bureau And Academy Inc.**, has developed this policy in accordance with the federal legislation PL 116-136 H.R. 748, approved on March 27, 2020, known as "Coronavirus Aid, Relief, and Economic Security (CARES), which establishes as one of its purposes to provide subsidy to students who are eligible for expenses related to the interruption of their education, due to the COVID-19 outbreak, including teaching materials and technology, as well as food, housing, health, and childcare.

### **Eligibility Requirements**

In order for the student to be eligible for emergency aid corresponding to the CARES Act, must meet the following eligibility requirements established by the Federal Department of Education:

1. Be a US citizen or permanent resident of the United States or remain in an eligible noncitizen category.
2. Have a valid Social Security number.
3. Be eligible for Title IV Funds
4. Be enrolled in a program eligible for Title IV Funds
5. Be enrolled in an in-person program (contact hours)
6. Have a high school diploma or its equivalent (GED)
7. Have a satisfactory academic progress in accordance with the Institution's Academic Progress Policy
8. Not defaulting on a Title IV loan
9. Be registered in the Selective Service (males between the ages of 18 to 25 years)
10. Not have been convicted of possession or sale of drugs in a federal or state jurisdiction

You must also complete the Student Questionnaire (CARES Act Emergency Fund)

### **Granting and Distribution Procedure**

The Financial Aid and the Registrar Office will evaluate and certify students who meet the eligibility requirements. They will provide the Student Questionnaire "Emergency Fund CARES Act.". The eligible student will deliver the completed and signed Questionnaire to the Financial Aid Office, it will be evaluated and the amount of the emergency aid will be determined according to the financial need of each student. Each student will be notified in writing of their eligibility via email. This aid will be delivered personally through an official Institution's check or, in the event that it cannot be delivered personally, it will be sent to the student by certified mail.

## **Methodology**

After having taken all the considerations in terms of additional expenses as a result of the pandemic caused by the coronavirus, it has been determined that aid will be granted up to a maximum of \$ 1,600.00. This aid will be distributed as follows:

1. Materials and Technology	50%	\$800.00
2. Food and Health	25%	\$400.00
3. Childcare	25%	\$400.00

Each student will receive the corresponding allocation according to their financial need, as reported in the Student Questionnaire "Emergency Fund (CARES Act)".

The 50% or more of the funds allocated to provide subsidy to eligible students will be awarded to officially enrolled students as of March 13, 2020 and who continue to study at the time the emergency aid funds are disbursed.

The 50% or less will be awarded to eligible students enrolled in the period from May 20, 2020 to May 31, 2021. The amount initially awarded may vary, due to the availability of funds and the number of students officially enrolled and eligible at the time of granting and distributing the funds.

This "CARES Act" Eligibility Policy, Procedure and Distribution of Funds may be amended, if necessary, in compliance with the provisions of Law.

*Leocadio Nieves Feliciano*  
President

Approval Date: *May 15, 2020*