**WSAC/Dept of Health Vaccine Incentive Awards**

This document is to provide guidance for the distribution of the earmarked funding for vaccine incentives to students.

**Background**

SBCTC has signed an Interagency Agreement with WSAC to receive $340,000 on behalf of the state community and technical colleges to fund COVID-19 Vaccine Incentive Awards. Each of the 34 community and technical colleges will receive $10,000 in early July for this endeavor.

**Purpose of the Funding**

The purpose of the funding is to incentivize the uptake of vaccines among students. Because of this, the overall distribution methodology adopted by colleges must have some version of a publicity campaign that advertises the availability of the scholarship.

Colleges should use the term “scholarship” when referencing this award.

**Timing**

Awardees must be selected and notified on or before July 30, 2021. However, colleges have flexibility on when to actually disburse the award, including for the 2021-22 academic year.

**College Participation in the Incentive Award Program is Optional**

Participation in this award program is voluntary. Each college should decide whether to make awards under this program. Additionally, colleges have great flexibility in developing their methodology for award and distribution.

**Student Eligibility**

Eligibility for students has two components. The first is who would be eligible to join in a drawing or whatever selection mechanism is developed by the college. The second is who would be eligible to actually receive the funds if the student is selected.

The pool of eligible students who may participate in the scholarship process may be larger than the pool of students eligible to actually receive the scholarships.

To be eligible to be included in the process, a student must meet all the following criteria

* The student is a Washington State Resident
* The student completed six or more credits during Spring Quarter 2021
* The student did not graduate or complete their program

To be eligible to receive a scholarship, a student must

* The student must provide proof that they have received at least one shot of their COVID-19 Vaccine Regimen.
* The college does not have to collect or retain a copy of the proof of vaccination, a staff member may sign that they have seen the document.

This two-stage approach, where an initial pool of eligible students is used to select potential “winners” and then the winners are approached to show proof of vaccination, provides the easiest and lowest workload approach. The alternative would be having everyone who is in the initial pool show evidence of vaccination, but depending on the number of interested students, the workload on college staff could be very high.

**Amount of Award**

Each award must be between $1,000 and $5,000.

**Format of the Award**

Each college has flexibility in determining the format of the scholarship to students. This flexibility includes having different award formats to different students on a case-by-case basis.

* The award could be a scholarship applied to their tuition and fees
* The award could be a disbursable scholarship

**Interaction with State, Federal, and other Financial Aid and Public Assistance Programs**

Any award to a student will not affect that student’s eligibility or amount calculations for Washington State Financial Award programs such as Washington College Grant. There is no definitive answer whether the award may affect the student’s federal financial aid.

Depending on the way the award is disbursed, the award could have impacts on the student’s public assistance eligibility. Care should be taken to notify students of that potential. Students have the option of declining the award.

**Documentation Retained by the College**

Colleges must keep the following information for audit purposes:

* The names of awardees
* The amount of the award
* A description of the award methodology and process
* The signed documentation by a staff member that they have seen the awardee’s proof of vaccination

**General Flow of Award Process**

1. College decides whether to participate or not
2. College contacts Local AAG for specific guidance on different selection methodologies
3. College develops specific process for their campus
4. College implements a publicity campaign to create a clear connection between the awards and vaccine promotion
5. College generates a list of eligible students
6. College draws names randomly to make awards
7. College contacts awardees and verifies vaccine status
8. College works with student on best method and timing of award disbursement

**When Will Funds be Transferred to Colleges?**

The Business Operations Division will contact the appropriate BAC/BAR liaisons for each college with specific transfer instructions with timelines and how to code the revenue and expenditures for this program.

**Staff Contacts at SBCTC**

If there are additional questions related to the Vaccine Incentive Award program, please contact either Choi Halladay ([challaday@sbctc.edu](mailto:challaday@sbctc.edu)) or Laura McDowell (lmcdowell@sbctc.edu).