**Emergency Funding Disbursement Procedures across SBCTC**

**Snapshot as of January 11, 2024**

**Peninsula College**

1. Who manages emergency funding disbursement on your campus (role/department)?
   1. The Financial Aid Director oversees PC’s emergency funding
2. What is your process for students to access funding?  (application, etc.)
   1. Students submit an online form requesting funds.  We’re currently using Formstack for the form, and have a link to the form on our Emergency Fund page - <https://pencol.edu/additional-financial-resources/emergency-funding>
3. In what form do students receive emergency funding (bank account, check, gift card, etc.)?
   1. Students receive a physical check from the Business Office
4. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.)
   1. We strive for a 4 business day turnaround from application to check being available for pick up. We review requests Monday and Wednesday and checks are printed by noon the next day. We can expedite the process, too, depending on the circumstances.

Processes that are going well:  The Business Office was able to update our process this year so that funds move through ctcLink and the FA Award Screens.  For SEAG funds, we apply the award, run the FA Disbursement process for SEAG funds, then the Business Office processes SEAG as a physical check rather than pushing to BankMobile. For not SEAG emergency funds, we have the funds set up to disburse the same as FAID funds thought BankMobile.

We use one request form for all emergency funds and internally decide what fund is best to award the student.  This allows for us to internally use Foundation dollars vs SEAG dollars to spread out the funds for the year.

Please pass on my contact information, I’m happy to chat with Claire or others about our process. 😊

Hoping to get a bit of insight form others during the SEAG event next month.

Josh Holloway (he/him)

Financial Aid Director

Peninsula College

360.417.6475

**Lower Columbia**

I have a question around emergency funding disbursement practices on your campuses.  If you could respond to these questions at your convenience, I would be super grateful.

1. Who manages emergency funding disbursement on your campus (role/department)?

Overseen by Director of Workforce and Career Services; coordinator handles back in processing; works closely with Financial Aid and Finance

1. What is your process for students to access funding?  (application, etc.)

One application that allows students to apply for a variety of basic needs: child care, food, health, housing, technology, transportation, tuition assistance, and utilities. We leverage a variety of funding sources under one umbrella for Basic Needs Support. Students don’t know what funds they qualify for – we just have them apply and we figure it out on the back end

1. In what form do students receive emergency funding (bank account, check, gift card, etc.)?

We use BankMobile for disbursement but also provide gift cards for food and gas

1. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.)

Our processing time does varies based on the type of support.  For example, most of the gift cards for gas and food are done same day (or within 24 hours).  Often students are able to get a card issued to them during an appointment or drop in session with a staff member.

For other types of assistance, the time to disbursement depends on the timing of when they apply since we only do 1-2 disbursements a week. Generally there is about 4-5 days from when a student applies to disbursement in BankMobile although it can take up to a week. The timeline can vary depending on the time of the quarter as well (for example we have students who apply for emergency assistance for a future quarter or in between quarters and there is often a waiting period depending on the disbursement schedule and if the student is enrolled or not).

Students are notified instantly after applying (it is an auto response) with resources and how to connect with us for immediate support (i.e. food pantry, counseling, meeting with a navigator, etc.)

**Shoreline**

1. Who manages emergency funding disbursement on your campus (role/department)?

Benefits Hub (through United Way of King County); Also have SSEH grant; Passport to College for Foster Youth;

In process of hiring Basic Needs Navigator HB 1559

1. What is your process for students to access funding?  (application, etc.)

Application

SSEH –

Standing meeting for consortium of navigators (ELA, Workforce, Basic Needs Navigators, Youth Reengagement, etc.) – use same application, share spreadsheet with FA.

* Need is assessed w/in departments and $10k is distributed among depts to manage

In process of hiring a single person to manage more centrally

Any student can apply, need to have a documented emergency, can apply up to $1000 quarter (from United Way of King County), registered for at least 6 credits.

1. In what form do students receive emergency funding (bank account, check, gift card, etc.)?

BankMobile disbursement,

gift card through SSEH (gas, grocery, etc.)

1. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.)

A week

If your Financial Aid and Business Offices have any particular procedures you think are working well, can you please share, or pass along a name/number for me to contact for more information?

Our lead for coordination of this is Savena Garrett, Director of Student Support, cc’d, if you’d like to delve deeper.

**Clover Park**

1. Who manages emergency funding disbursement on your campus (role/department)?
   1. Usually, this is processed by the Foundation Development Associate. During their absence, the Executive Director processes requests.
   2. Emergency Safeway food cards ($50) are available through the Office of Equity, Diversity, and Inclusion. Cards are offered both at the MOSAIC Center and CPTC EDI Office. Although the Foundation does not directly distribute these funds, we do refer students to this service.
   3. The Foundation also refers students to Workforce Development and Career and Community Services when possible and where appropriate.
2. What is your process for students to access funding?  (application, etc.)
   1. Students apply through an online form which is available on the CPTC Foundation website. In order to be eligible for Foundation funding students need to be full-time (12 credits or more), enrolled in a financial aid-eligible program (not high school), and have completed six or more weeks of full-time enrollment at CPTC. Funds are to cover non-academic needs (rent, utilities, medical or transportation emergencies, childcare, etc.) up to $250 per quarter with a maximum of $500 per academic year with a lifetime cap of four years or $2,000 per single student. If funds are accessed for rent, the $500 yearly amount can be fully distributed in one quarter. While funds are not usually applied to books, there is an Emergency Book Fund when funding is available that can help students replace stolen books and/or program supplies on a case by case basis. Qualification information is reviewed prior to request approval and once that is obtained, as well as a copy of the bill to be covered, all information is sent to Finance for a check to be processed and sent out.
   2. Safeway cards are available once a quarter for students on first-come, first-served basis.
3. In what form do students receive emergency funding (bank account, check, gift card, etc.)?
   1. Foundation funds are distributed directly to the company owed via a check and not issued directly to students.
4. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.)

When possible, the Foundation’s goal is to have the turn-around time be 24 hours or less. With employee absences or lack of responses to outreach for bill paperwork, the process can take longer

**Centralia**

**Bellevue**

1. Who manages emergency funding disbursement on your campus (role/department)? **Emergency funding is managed by our Associate Director of Benefits Hub.**
2. What is your process for students to access funding?  (application, etc.) **Students fill out a single application for SSEH, SEAG and other internal funding. The application is reviewed by a small committee led by the AD in Benefits Hub.** [**https://www.bellevuecollege.edu/current-students/benefits-hub/seag/**](https://www.bellevuecollege.edu/current-students/benefits-hub/seag/) **Applications are opened on the third week of the quarter and remain open throughout the quarter. Once funds for SEAG and SSEH run out, students are referred to other resources through the Benefits Hub.**
3. In what form do students receive emergency funding (bank account, check, gift card, etc.)? **It depends on the students’ situation. We have the option of distributing a gift card for groceries, gas, etc. For larger items (i.e. rental assistance, students receive a check that they have to pick up at the Student Financial Services desk.**
4. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.). **Students receive a decision within four business days. A check is cut the next day after a decision is made. The AD for the Benefits Hub is supervised by the Director of Workforce Education (WE). WE has a person who awards financial aid. This person documents on the students’ file that they received a grant. This person also verifies students’ eligibility (i.e. having unmet need, if applicable).**

**Columbia Basin College**

1. Who manages emergency funding disbursement on your campus (role/department)?

Our Foundation department manages the emergency fund and disbursement of funding.

1. What is your process for students to access funding?  (application, etc.)

We use a Microsoft Form as the application for students to submit online.

1. In what form do students receive emergency funding (bank account, check, gift card, etc.)?

The Foundation does not provide emergency funds directly to students. Instead, they make a payment directly to the source of the bill either by paying online or by sending a check directly to the business. In our emergency fund request form, students need to directly upload documentation of their cost and include where to send payment. If a student needs supplies such as a laptop or book, the Foundation will buy these directly for the student.

1. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.)

Funding requests are reviewed every Tuesday and Thursday by our committee. Students can expect to hear back within 2 business days following review. Once we have approved a request, it can take up to two weeks for funding to be disbursed depending on the type of funding needed.

If your Financial Aid and Business Offices have any particular procedures you think are working well, can you please share, or pass along a name/number for me to contact for more information?

* Here is the link on our website for more information: <https://www.columbiabasin.edu/connect/foundation/foundation-scholarships/emergency-fund.html>
* Erin Fishburn is the Executive Director & CEO of the CBC Foundation her number is 509-542-4436 ([efishburn@columbiabasin.edu](mailto:efishburn@columbiabasin.edu))
  + Devon Holze is the Foundation Program Office and works with the distribution of scholarships. Her number is 509-542-4626 ([dholze@columbiabasin.edu](mailto:dholze@columbiabasin.edu))

**Olympic College**

1. Who manages emergency funding disbursement on your campus (role/department)? The Resource Center, Director Patricia Thomas [pthomas@olympic.edu](mailto:pthomas@olympic.edu) 360.475.6817
2. What is your process for students to access funding?  (application, etc.) Through a wide variety of avenues, students are directed to our office. Once a conversation happens, students fill out an application, either on line or on paper. Then a determination and funding.
3. In what form do students receive emergency funding (bank account, check, gift card, etc.)? Most all funding goes through their financial aid/Bank mobile system, which puts cash in their hands. Sometimes we have it sent into their bank account if they don’t have a Bank Mobile account set up. Other times we may purchase what they need directly and the items are given.
4. What is the turn-around timeline for student receipt of funding, from time of application to funding? (i.e., 3 days, one week, 24 hours, etc.) One to four days. Very rarely is it any longer than 4.

If your Financial Aid and Business Offices have any particular procedures you think are working well, can you please share, or pass along a name/number for me to contact for more information? We work with one person in our financial aid department, Rachel Lee [rlee2@olympic.edu](mailto:rlee2@olympic.edu)  After Patricia approves funding, she put it in a shared spreadsheet with Rachel. Rachel then enters our data/figures into the financial aid system and money runs the next morning. She also records the non-disbursable amounts. This runs very smoothly and we can ensure students get their funding quickly as the grant requires.