



*Jerome R. Brockway, Ph. D.*  
*Superintendent*

*Mrs. Lindsey Elly*  
*Treasurer*

May 8, 2020

Dear A-Tech Adult Student,

As you are aware, these past few weeks have been challenging for everyone. You have not been able to be in your lab and are working from home with remote instruction. We know that many of you have experienced some hardships during this time and we are excited to share that help is available.

On April 9<sup>th</sup> the Coronavirus Aid Relief, and Economic Security (CARES) Act was signed into Law. This act allows for additional funds to be made available to post-secondary students whose education and lives have been disrupted because of COVID-19. We have just received notification that these funds are now available for us to distribute. These funds may be used to help cover expenses related to the disruption of campus operations due to coronavirus including food, housing, course materials, technology, health care and childcare. Please complete the enclosed CARES Act Disbursement Form to determine your eligibility as well as your acceptance of these funds, if eligible. If you do not have a need at this time, you can refuse the funds. Each student must complete and submit the form electronically via email. A check will be mailed to the address listed within 3-4 weeks after we receive your disbursement form. We must receive your response no later than Wednesday, May 13, 2020.

We are appreciative of the United States Department of Education's release of these funds for our students. It is critical that you continue to put forth your best performance during this time. If future funds become available, they will only be awarded to students who are in good academic standing. Thank you for staying positive during this time. A-Tech is committed to finishing your program and assuring you receive the lab instruction that is critical to your learning. We hope to share news with you soon as to when we will be able to access the labs again.

Sincerely,

*Kenneth C. Porter*

Ken Porter  
Director, Adult Workforce Development  
Ashtabula County Technical & Career Campus.

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The Ashtabula County Technical & Career Center does not discriminate on the basis of race, color, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.



# CARES Act Disbursement Form

DISCLAIMER: The United States Federal Government established the guidelines for the disbursement of funds through the CARES act. A-Tech is following their guidelines to award these funds and will be responsible for reporting how they were distributed.

\* Required

1. Date: \* - *(Please input date in format of mm/dd/yyyy)*

2. First Name: \*

3. Last Name: \*

4. Email address: \*

5. Re-enter your email address: \*

6. Address: \* *(Make sure to include your full address, including the city and zip code.)*

7. Phone Number: \* *(Please include your area code.)*

8. Program: \*

\* Required

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9. If you are a male, have you applied for selective services and if not, have you been exempt? \*

- Yes
- No (You do not qualify for these funds)
- Does not apply, I am a female.

10. Are you a Single Parent?

- Yes
- No

11. Are you currently unemployed due to COVID-19?

- Yes
- No

12. Have you incurred additional expenses due to COVID-19? \*

- Yes
- No

13. Please check a box – You have the right to refuse these funds. \*

- I accept the funds as stated above. Please issue a check.
- I do not want to receive the funds as I am not in need at this time.

14. Consent: \*

- By Signing this form, I agree that the CARES Act funds will only be used for the reasons stated above. I also understand all information will be verified.

14. Student Signature: \* (If we do not receive your response to this questionnaire by Wed. May 13<sup>th</sup>, you will not be entitled to receive funds).