COO NOTE 14 – 200727 – COVID-Autumn Programs

Effective 15 August to 31 December CGMA is providing the following assistance programs for all its clients. Please read each one carefully. There are unique distinctions for some of them. More information and forms can be found at our website www.cgmahq.org.

- All these programs are eligible to all CGMA clients (Active Duty, Reserves, CG civilian employees, Retirees, Auxiliarists, Surviving Spouse, Chaplains). The exception is the Supplemental Special Needs Grant which is only available to member with dependents enrolled in the CG Special Needs Program.
- No command endorsement is required for any of these programs.
- All applications for grants must be submitted NLT 15 January 2021.
- All applications for loans must be submitted NLT 1 December 2020.
- Repayment for the loans shall be scheduled to commence 0121 (January 2021).
- Use the program names listed below in netFORUM for each case.
- Use the stat code ‘CoronaVirus’ for all assistance provided in the programs.

A. **COVID-SEG-C – Autumn Version:** This is very similar to the previous SEG-C grant, but the list is more specific. **There will be no exceptions or additions to this list.** Please approve the grant only for purchases of approved items.

1. Receipts must be dated between 1 Aug and 1 Nov 2020 (except for receipts for certain electronics which may be dated between 1 Feb and 1 Nov 2020)
2. Applications must be submitted by 15 January 2021
3. Reps may approve this grant.
4. See approved list at end of this note.
5. Name in netFORUM: SEG-C Autumn
6. Use CGMA Form COVID 1-1

B. **$500 Childcare Grant:** This is a one-time grant for members who must obtain regular childcare for their dependents, ages 0 to 12. This is for ongoing childcare, not for one time childcare for appointments, travel, etc.

1. Documentation is required. A receipt, contract or letter of agreement is acceptable.
2. Provider may not be a sibling, grandparent, aunt, uncle, niece, nephew or other immediate family members.
3. It is a reimbursement program after at least $500 is spent on childcare.
4. Reps may approve this grant.
5. Name in netFORUM: COVIDChildcareGrant
6. Use CGMA Form COVID 2
C. **$1000 In-Person Tutoring Grant:** This is a one-time grant for parents who decide to hire a tutor for their dependents throughout the school semester. Members should supplement this service with tutor.com.

1. Documentation is required. A receipt, contract or letter of agreement is acceptable.
2. Dependents must be in PreK thru 8th grade.
3. Members may apply a maximum of once a month until the $1000 limit is reached.
4. Members may wait and submit one application for the entire amount once that threshold has been met.
5. Providers may not be family members (grandparents, aunt, uncle, siblings, etc.)
6. Reps may approve this grant.
7. Name in netFORUM: COVIDTutoringGrant
8. Use CGMA Form COVID 3

D. **$1000 Supplemental Special Needs Grant:** This is a grant for purchases made in accordance with the guidelines with the regular Special Needs Grant but is limited to $1000. Grants given under this program will not decrease the $3000 limit in the regular special needs grant.

1. Dependent must be enrolled in the CG Special Needs Program.
2. Member may submit multiple applications between 15 August 2020 and 15 January 2021 (although the receipts must be dated between 15 August and 31 December 2020). Once a total of $1000 is reached, then the member is no longer eligible for this grant.
3. The CGMA rep will submit the case in netFORUM, but CGMA HQ will approve them.
4. Name in netFORUM: COVIDSpecialNeeds
5. Use CGMA Form COVID 4

E. **$6000 Childcare Loans:** Members may borrow up to $6000 to help pay for childcare during the period of 15 August to 31 December 2020.

1. Documentation showing the expected cost (contract, price sheet, letter of agreement) is required. The loan may only be for the amount needed or $6000 – whichever is less.
2. For dependents ages 0 to 12.
3. Previous loans do not impact eligibility for this loan program.
4. Rep may approve it if the amount (including any outstanding balances) is $3000 or less. Any other cases will have to be approved by CGMA HQ.
   NOTE: NetFORUM will not let you approve it if you do not have authority. You need not worry about approving such a case erroneously.
5. Name in netFORUM: COVIDChildcareLoan
6. Use CGMA Form COVID 5
F. **$6000 Lost Wages Loans:** Members may borrow up to $6000 to replace ongoing lost wages for members/spouses who are not receiving federal benefits (unemployment), or their benefits have not started, or their federal benefits are less than their normal wages.

1. Documentation showing the monthly income of a members is required. This may be pay stubs, or a W-4 Form showing their annual income (divide by 12). It may also be an old bank statement showing regular, same amount deposits from a source that appears to be a former employer. The documentation may not be older than 2019.

2. Loan is limited to amount equal to two months wages or $6000, whichever is less. For persons receiving federal benefits that are less than the wages they normally receive, may receive up to two months’ worth of the difference (the loss) up to a maximum of $6000, whichever is less. (For example, members monthly wages were $1500 per month, but there are receiving $1000 in federal benefits. They may receive a loan of up to $500 times two months for a total of $1000.) Likewise, if the federal benefits there are receiving are equal to or more than they normally received in wages, they are not eligible for this benefit.

3. Rep may approve it if the amount (including any outstanding balances) is $3000 or less. Any other cases will have to be approved by CGMA HQ.

   NOTE: NetFORUM will not let you approve it if you do not have authority. You need not worry about approving such a case erroneously.

4. Name in netFORUM: **COVIDLostWagesLoan**

5. **Use CGMA Form COVID 6**
SEG-C for 1 Aug – 1 November 2020

Apps**lications must be submitted by 15 January 2020.** (No exceptions)
All receipts must be dated between 1 August and 1 November 2020.
➢ **The only exception to this is receipts for PC, laptop, tablet, Chromebook, Mac, or iPad that will be used to complete schoolwork or participate in video conferences may be dated between 1 February 2020 and 1 November 2020.**

**AUTHORIZED ITEMS**

| Items not on this list will not be approved. |
| Requests for exceptions will not be considered. |

Books (as assigned for reading/literature class, not for leisure)
Binders
Chalk
Crayons
Educational & Learning software
  *(does not include operating systems, Office, etc.)*
Erasers
Folders
Glue Sticks
Highlighters
Markers
Notebooks
Paper (writing, printing or construction)
PC, laptop, tablet, Chromebook, Mac, or iPad that will be used by the student to complete schoolwork or participate in video conferences
Pencils
Pencil Sharpeners (not electric)
Pens
Printer Ink
Post- Its (including large poster size)
Rulers
Science/Lab kits that are part of a curriculum (chemistry, biology, earth, etc)
Scissors
Scotch Tape
Staplers (not electric)
Study, Exercise & Workbooks (math, vocabulary, etc)