

# ARMY EMERGENCY RELIEF



REVISION DATE: 6 NOVEMBER 2020

**ADDENDUM TO ASSISTANCE BULLETIN NUMBER: 07-2020-2**

DATE OF ORIGINAL BULLETIN: 24 JULY 2020

SUBJECT: AER OFFICER GUIDANCE – HOME SCHOOL AND REMOTE EDUCATION ASSISTANCE PROGRAM, UPDATE # 6

**CHANGE / MODIFICATION: AUTHORIZES ASSISTANCE FOR TUTORING**

## 1. REFERENCES

- a. Army Regulation 930-4, dated 5 May 2019
- b. Army Emergency Relief Section Reference Manual (SRM), Chapter 2, dated 15 October 2019

## 2. APPLICABILITY

These instructions apply to Headquarters AER, all Army AER Sections, American Red Cross and Other Military Aid Society Offices.

## 3. BACKGROUND

Tutoring is one of the oldest forms of education. A growing body of research shows that, when done right, it's also one of the most effective means of lifting student achievement. Tutoring resources, whether in-person or virtually has been significantly challenged by the COVID pandemic. Making this resource available during these unprecedented times could prove to be vital in minimizing the potential decrease in learning for many children. As a result of forced school closings and various options offered to parents during the pandemic, tutoring resources are a critical link to students' attainment of their educational goals and combating learning losses.

## 4. PURPOSE

This addendum adds Tutoring expenses as an authorized sub-category of assistance under the AER Home School and Remote Education Assistance Program. The intent of this new sub-category is to provide financial assistance for unbudgeted tutoring expenses for eligible Soldiers with dependent children in grades Pre-K through 12<sup>th</sup> as well as Soldiers with dependent children attending a college or university at the undergraduate level (up to age 24).

## ARMY EMERGENCY RELIEF

### 5. ELIGIBILITY

No Change. Refer to AER Assistance Bulletin 07-2020-2

### 6. GENERAL GUIDELINES

- a. Tutoring expenses must be for dependent children Pre-K thru 12<sup>th</sup> and dependent children attending a college or university at the undergraduate level (up to age 24).
- b. Assistance may be provided for in-person or virtual tutoring.
- c. Assistance is for “valid financial needs” and will not exceed \$3K per academic school year.
- d. To validate the need, the academic course instructor must agree a tutor is needed and provide a letter to support the assistance request.
- e. AER Officers may approve and/or recommend approval for up to three months of validated tutoring expenses per request.
- f. Assistance will be provided as a **Loan, Grant, or a combination of both**.
- g. Repayment may be deferred for ninety (90) days.
- h. Repayment of a loan will not exceed twenty-four (24) months, except when approved by HQ AER.
- i. A loan must be repaid sixty (60) days prior to ETS, end of the Active Duty commitment (USAR/ARNG) or within twenty-four (24) months after the first scheduled repayment, whichever comes first.
- j. AER Form 57, Budget Planning Sheet (BPS) is required for all assistance requests.
- k. Soldiers who find themselves in a situation where repayment of a loan is causing a financial hardship should contact HQ AER Loan Management Section for further guidance.

### 7. RESPONSIBILITIES

No change.

## ARMY EMERGENCY RELIEF

### 8. PROCEDURE

**Change:**

AER Assistance Bulletin 07-2020-2, Para 8d (6), AER Officer procedures is changed as follows to add Tutoring expenses as a sub-category:

Input the following case information in netFORUM/ARMS:

- a. Enter the request category “**Home School Equipment / Tutoring**” and select the applicable sub-category “**Virtual Tutoring**” or “**In-Person Tutoring**.”
- b. Enter STAT A Code “**COVID-19 EFT**” when funds will be disbursed via EFT by HQ AER.
- c. Enter STAT A Code “**COVID-19 Check**” when funds will be disbursed at the local AER Section by check.

### 9. MANDATORY DOCUMENTS

**Adds:**

Letter from course instructor to support and validate the need for tutoring.

### 10. This bulletin will remain in effect until rescinded by HQ AER.

### 11. Points of contact for this bulletin are:

- Assistance Section - SGM(R) Glen Wellman or CSM(R) Charles Durr at (571) 389-7137/ Extension #1 or via email at [assistance@aerhq.org](mailto:assistance@aerhq.org).
- Loan Management Section - SGM(R) William Hagzan at (571) 389-7137/Extension #2 or via email at [repayments-allotments@arehq.org](mailto:repayments-allotments@arehq.org).

### 12. If additional guidance is required during non-business hours, please contact an HQ AER caseworker through the Army Operations Center at (703) 697-0218.

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