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

4. PURPOSE
   ADDS.

CATEGORY INTENT
• The category is intended to assist eligible Army parents with dependent children in grades Pre-K thru 12th and dependents attending a college or university at the undergrad level (up to age 24) with home school costs for specific supplies/equipment and tutoring expenses.

• Additionally, this category is intended to assist contracted ROTC Cadets with home school costs for specific supplies and equipment only. Tutoring assistance is not authorized.

• DEPENDENT CHILD: A dependent child is defined as a family member (under the age of 24) who is listed in DEERS.
ARMY EMERGENCY RELIEF

- This is a “Needs Based” category of assistance. “Needs Based” for this category is defined as an unbudgeted / unforeseen Home School and Remote Education expense that cannot be met due to a COVID related circumstance. Assistance should be for a Home School and Remote Education “need” that causes household expenses to be above normal or a decrease in income that prevents an individual from being able to pay the above normal expenses due to a COVID related circumstance.

5. ELIGIBILITY

ADDS:

Contracted Reserve Officer Training Corps (ROTC) Cadets.

6. REVISED GENERAL GUIDELINES

a. Assistance will be provided as a “Needs Based” Grant.

b. Assistance may be provided for traditional home-schooling programs, tutoring, virtual/distance learning programs or hybrid programs consisting of both a virtual/distance learning program and resident in class attendance on select days of the week on or after 1 August 2020 and for Academic School Year 2020/2021.

c. Assistance for Home Schooling will be guided by a school supply list, equipment list or syllabus of required technology items and materials needed for Academic School Year 2020/2021.

d. Equipment purchases will be for reasonably priced technology items.

e. Assistance under this category will not be considered for Home School / Remote Learning programs or Tutors who are not licensed at the National, State or local School District levels. A copy of the license is not required to be presented. The question needs to be asked by the AER Officer and recorded in the case notes.

f. Assistance for Tutoring may be provided for “In Person” or “Virtual” tutoring as follows:

1. Pre-K through 12 grades up to $2K as a Grant for the Academic Year (Per Child).

2. Children attending a college or university at the undergrad level (up to age 24) up to $3K as a Grant for the Academic Year (Per Child).

g. An Academic Instructor must agree that a tutor is needed and provide a letter to support the assistance request.

h. This is a reimbursable category of assistance. Soldiers are required to provide receipts for supplies/ equipment purchased and/or tutoring expenses paid. AER will reimburse Soldiers for valid expenses.

i. Soldiers may present receipts and be reimbursed retroactive from 1 August 2020 through 1 June 2021.
j. **By exception** Soldiers may be assisted “up front” for this category of assistance when they do not have the financial means to purchase items or pay tutoring expenses in advance.

k. Assistance requests for ROTC Cadets will be routed through the Professor of Military Science for review, “validation of need” and concurrence.

**NOTE:** Although this is a Grant category a Budget Planning Sheet (BPS) is required to be completed. A review of the completed BPS provides the AER Officer a sense of whether additional assistance is required or if there are financial mismanagement indicators that would prompt a referral for financial counseling. Regardless of the budget surplus or deficit, assistance will be provided as a grant if the “Needs Based” criteria is met.

7. **RESPONSIBILITIES**

No change.

8. **PROCEDURE**

No Change.

9. **MANDATORY DOCUMENTS**

**ADDs.**

- a. School Supply/Equipment Lists and Receipts for Supplies and Equipment purchased
- b. Letter from Academic Instructor / Receipts for Tutoring expenses
- c. Letter from the Professor of Military Science validating the need for ROTC Cadet
- d. Letter from course instructor to support and validate the need for tutoring.
- e. Other supporting documentation to validate the need, as required

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.
   - Loan Management Section - SGM(R) William Hagzan at (571) 389-7137/Extension #2 or via email at 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.

*C. Eldon Mullis*

C. ELDON MULLIS
COL, USA, Retired
Deputy Director and Chief Operating Officer

ASSISTANCE@AERHQ.ORG