

# ARMY EMERGENCY RELIEF



REVISION DATE: 27 FEBRUARY 2021

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

DATE OF ORIGINAL BULLETIN: 27 MAY 2020

SUBJECT: AER OFFICER GUIDANCE – HOME SCHOOL AND REMOTE EDUCATION ASSISTANCE PROGRAM, UPDATE # 7

**CHANGE / MODIFICATION: REVISION OF INTENT, ELIGIBILITY AND GENERAL GUIDELINES. EFFECTIVE 27 FEBRUARY 2021, THIS IS A GRANT ONLY CATEGORY OF ASSISTANCE.**

## 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

Refer to AER Assistance Bulletin 07-2020, dated 27 May 2020 and 07-2020-2, dated 24 July 2020.

## 4. PURPOSE

### **ADDS.**

### **CATEGORY INTENT**

- The category is intended to assist eligible Army parents with dependent children in grades Pre-K thru 12<sup>th</sup> 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.

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- 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.

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- 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](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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