



Dear Student,

Thank you for your support of our efforts to continue Workforce Development programming during the coronavirus pandemic. We hope you and your family are safe and well. Please know that we are here to support you during these unprecedented times, as we are all in this together.

Erie 1 BOCES Workforce Development has been allocated Higher Education Emergency Relief Funding under the CARES Act as a result of the coronavirus pandemic. **A portion of this funding is meant to be used to provide emergency cash grants that will be given directly to eligible students in Title IV eligible programs. Based upon preliminary estimates, each eligible student should receive approximately \$700.00 in emergency cash grant assistance.**

Please complete the attached forms as indicated and return in the enclosed envelope for review. Awards will be processed immediately upon approval. If the forms are not returned, no award can be processed:

1. W-9 Form- This form will be used to satisfy submission of all required tax forms for students receiving emergency cash grants issued under the CARES Act.

- **COMPLETE BOXES 1, 5, AND 6**
- **PROVIDE YOUR FULL SOCIAL SECURITY NUMBER**
- **SIGN AND DATE**

2. Student Survey- This form will confirm that the student meets the eligibility requirements as required by the CARES Act.

- **ENTER YOUR NAME AND CONTACT INFORMATION**
- **CHECK THE APPROPRIATE ANSWER TO EACH QUESTION ON THE SURVEY**
- **SIGN AND DATE**

We are working diligently to complete the process of awarding cash grants to eligible students as per Federal guidelines. This is not an easy task, so please complete and return **both** forms to avoid any delays in review and processing. If you have any questions, you may contact Kim Tomaszewski, Financial Aid Specialist at ktomaszewski@e1b.org or (716) 821-7398. Thank you for your timely attention to this matter.

Sincerely,

Kim Tomaszewski
Financial Aid Specialist