

MEMO

Date: October 16, 2023

To: Claudette E. Washington, MS., Management and Program Analyst
Office of Postsecondary Education, Higher Education Program
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202

From: Jacki Belin
Vice President for Strategic Partnerships and Workforce Innovation
Raritan Valley Community College
118 Lamington Road
Branchburg, NJ 08876

Copy: Kenneth Anthony, US Department of Education
Frank Deleon, US Department of Education
Michael McDonough, RVCC President
John Trojan, VP for Finance and Facilities
Theresa McAlister, Controller

Re: Grant Refund P425E201000 – returning of funds in the amount of \$13,950.00

The cumulative amount of money that Raritan Valley Community College received in HEERF funding for students was \$10,707,313.00. \$10,707,310.00, were distributed to students as emergency grants to offset the ravages of COVID-related impacts. Students were issued checks along with an explanation of their grant to their home address as well as college email. Unfortunately, 15 students did not cash their checks. All but \$3.00 was expended and then a \$13,950.00 adjustment was made due uncashed checks.

Each semester, RVCC's Finance Department would reconcile the amounts of checks distributed with the amounts of checks that were cashed. When it was uncovered that a student check was not cashed, the Finance Department and the Office of Student Affairs would make numerous attempts to notify the student of their unclaimed emergency grant. For the most part, this worked and students either cashed the original check, or in some cases, the Finance Office cancelled the original check and sent out a new check.

For the 15 students with uncashed checks, RVCC has been unable to contact them and after trying to reach them for over six-months, decided to cancel the outstanding checks and send the money back to the US Department of Education. RVCC will continue to follow reconciliation procedures to ensure the continued integrity of the grant funding process.

RVCC's students benefited greatly from the HEERF funding and many were able to stay enrolled at college during the COVID years.

Please let me know if you have further questions regarding this. I can be contacted at jacki.belin@raritanval.edu or by cell phone at 848.565.6689.

Sincerely,

Jacki Belin

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