**Q&A BO14: Higher Education Emergency Relief Fund (HEERF) Reporting**

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| Question | Response |
| Should the student portion of HEERF funds be included on 1098-T forms to students? | Thank you. This is a question most appropriately addressed to the IRS. These FAQs they produced may be helpful: https://www.irs.gov/newsroom/faqs-higher-education-emergency-relief-fund-and-emergency-financial-aid-grants-under-the-cares-act |
| When do we have to submit report for instituional portion | Thank you. Please see the latest information our HEERF reporting requirements on our website here: https://www2.ed.gov/about/offices/list/ope/heerfreporting.html.   This reporting information is continually updated, and it may be more current than our video presentation today, which was prerecorded. |
| Were we allowed to give CARES money to online only students | Thank you. The answer is no. Please see Question 20 in our Rollup FAQs: https://www2.ed.gov/about/offices/list/ope/heerffaqsoct2020rollup.pdf |
| We only disbursed the student portion at the end of October. When do we report that and where? | Thank you. Please see our reporting requirements on our reporting webpage here: https://www2.ed.gov/about/offices/list/ope/heerfreporting.html  That information must be first publicly reported no later than 30 days after the date of your (a)(1) Student Aid Portion HEERF grant award, and then calendar quarterly thereafter. |
| Are all reports supposed to be visible, or just the current? | Thank you. All HEERF public reporting must be maintained for a period of no less than 3 years after the HEERF grant ends for public accountability and transparency purposes. |
| Ask long as we have spent all our allocated dollars and have reported such, we are not required to do the quarterly reporting, correct? | Thank you. That is correct. Please see our instructions for the quarterly reporting form on page 3 here: https://www2.ed.gov/about/offices/list/ope/heerf-quarterly-reporting-v131.pdf  Institutions mark their last quarterly reporting form as "Final Report". |
| We are required to notify the Department on December 4th the people who will complete the annual report in the portal system. However, we don't know whether the portal system will be required to be used by someone who submits our other federal grants (for NIH grants for example) or whether the reporting portal is a completely separate system. If it turns out that this portal will need to be accessed by individuals in our grants department, can we add submitters or editors after December 4th? | Thank you. The portal is a separate Department of Education-only system. Additional individuals may gain access after December 4th. |
| When sending in the HEERF Reporting Submitter and Editors what should be provided along with names and email addresses? Such as: DUNS number, Grant #'s (there are three all start with a "P")? | Thank you. Yes--please provide both the DUNS number of your institution and PR/Award Grant numbers (the "Ps" you mention). |
| Do funds from the institutional portion of HEERF need to be reported online in a manner other than the quarterly reports? | Thank you. Please see our reporting webpage here: https://www2.ed.gov/about/offices/list/ope/heerfreporting.html  This webpage describes our current HEERF grant program reporting requirements. |
| Is there anywhere I can visit for more information? | Additional information can be found on StudentAid.gov - studentaid.gov/public-service |
| Can schools choose to exclude students who are also employees of the institution from receiving CARES act funding solely because they are employed by the institution? | Thank you. Yes. Schools have a wide degree of flexibility in determining which students may receive an emergency financial aid grant. Institutions are required to publicly post how they have chosen to distribute emergency financial aid grants to students. Please see our Rollup FAQs for more information: https://www2.ed.gov/about/offices/list/ope/heerffaqsoct2020rollup.pdf |