

## Information Regarding Possible Covered Expenses/Costs

Eligible expenses MUST be a direct result of disruption of campus operations due to the novel coronavirus.

All documentation must include the following, when applicable: your name, vendor/company/store name, date of expense/purchase, amount of expense, etc.

If you are truly unable to support your expenses with the types of documentation listed below, you may provide a typed letter, signed and dated, that 1) explains your situation, 2) provides an itemization of the amount of aid you are requesting, and 3) tells why documentation is unable to be provided. Handwritten notes are not an acceptable form of supporting documentation.

### Examples of Possible Covered Expenses/Costs

Covered Expenses	Expenses/Costs Occurred On or After <u>March 13, 2020</u>	Examples of Supporting Documents
<b><u>Child-Care / Family-Care</u></b>	Paying a relative for child-care	Include all invoices/receipts of purchases for additional home school supplies, grocery receipts. Include letter/email/notice via text message of daycare closure.
	Increased grocery cost due to your child(ren) no longer being in school (e.g. child(ren) used to rely on free meals at school)	
	New homeschooling expenses (e.g. internet access, school supplies, etc.)	
	Personally incurred travel expenses to visit or care for a family member affected by COVID-19	
<b><u>Course materials</u></b>	Purchase of additional online textbook access codes	Include invoices/receipts of buying additional supplies, codes, tutoring services.
	Purchase of needed course supplies that would normally be accessible on campus (e.g. art supplies or easel for art class)	
	Hiring private tutor	
<b><u>Food</u></b>	Purchasing groceries due to not being able to use meal plan on campus	Include a copy of your most recent bank statement showing average monthly cost on groceries.
	Purchasing groceries for dependent child that received free lunch in a K-12 setting	Include documentation from the free lunch program.
<b><u>Health Care</u></b>	Out of pocket medical expenses due to the disruption	Include all invoices from the doctor's office or hospital, explanation of benefits letter from your insurance company denying you coverage. Include receipts from medical appointments, copies of medical bills, copies of new policy.
	Unmet deductibles	
	Copays	
	Prescriptions for COVID-19 related illness	
	Diagnostic tests	
<b><u>Housing</u></b>	New monthly utility bills (e.g. water, electricity, sewage, gas)	Include receipts/bank statements, copies of rental/lease agreements, letters from roommate's/partner's/spouse's employer of loss of job, receipts from new deposits, storage units, copy of your home insurance, change in cost receipts/bank statement.
	Increase to current utility bills due to stay-at-home order	
	Rental cost changes due to decreased number of roommates with school changes	
	New storage unit expense	
	New homeowner's insurance / renter's insurance expense	
<b><u>Technology</u></b>	Laptop or tablet or PCs	Include receipts of any technology purchases made on or <b>AFTER</b> the outbreak such as laptops, online codes, invoices of internet bill.
	Expanded/increased data plan for cell phone	
	Wi-Fi / Internet Access	
	Printer and printer supplies	
	Hotspot	
	Webcam for zoom classes	
<b><u>Transportation</u></b>	Public transportation fees (e.g. Uber or taxis expenses to buy groceries / go to work)	Include all invoices/receipts of auto repair, auto insurance payments, rental cars, receipts of increase in gas consumption, receipts/invoices of using moving services like U-Haul, receipts for plane ticket purchase, receipts/transaction records of travelling via Uber, Taxi services.
	Traveling cost to access internet or use public computer/internet options	
	Gas money to move back home	
	Increased gas costs	
	U-Haul to move personal belongings home or to new apartment	
	Plane ticket to return home	

You may include other miscellaneous expenses not already mentioned but which were incurred because of campus disruptions due to the COVID-19 crisis.