May 7, 2021

STUDENT EMERGENCY ASSISTANCE GRANT

The Washington State Legislature established the Student Emergency Assistance Grant (SEAG) Program in the passage of 2SHB 1893 during the 2019 legislative session. The SEAG Program, administered by the State Board for Community and Technical Colleges (SBCTC), allows Washington Community and Technical Colleges (CTCs) to provide monetary assistance to students experiencing unforeseen emergencies or situations that affect the student's ability to attend classes.

Beginning FY2021-22, SBCTC is required to report the colleges receiving the grant, the number of students served with the grants, and how the funds were distributed. In order to track the number of students served, students need to be coded using the instructions below.

New Instructions (effective Summer 2021)

Legacy Coding

Student Emergency Assistance Grant students are identified through the Unusual Action code. You must first add the new unusual action code to the Unusual Action Code table in SMS (SM5021). Use unusual-action value "S!".

NOTE: The students will need to be coded with the Unusual Action code each quarter they receive funding from the Student Emergency Assistance Grant. The Unusual Action code should be quarter specific. The student should not be coded for the grant when they are no longer receiving funding from the grant. The quarterly records for these Unusual Action Codes do not need to be removed once coded, as they are quarter specific.

PeopleSoft Coding

Student Emergency Assistance Grant students are identified through the Student Group code of "SEAP".

NOTE: Student Groups are not associated with a specific YRQ, so you will need to deactivate students once they are no longer receiving funds. When you deactivate a student, make sure you do so in the quarter in which they should no longer count. This is because we use the most recent effective date when pulling the data for the Data Warehouse.

Implementation and Timelines

This new coding will be implemented summer quarter 2021.

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