

## CCG Committed and Disbursed Amounts Activity Report

The CCG Committed and Disbursed Amounts Activity Report is available to show schools a variety of details regarding their Postsecondary Child Care Grant academic year processing from MNAid that should then be verified to match with their own institutional records.

1. Navigate to the MNAid Reports Menu.



2. In the Activity Reports tab, select CCG Committed and Disbursement Amounts report. Select the applicable academic year in the drop down and then select Generate Report.

A screenshot of the "MNAID Report Options" form. At the top right, there is a dropdown menu set to "Postsecondary Child Care Grant". Below this is a tabbed interface with "Activity Reports", "Rosters", and "Forms". The "Activity Reports" tab is active, showing a list of reports: "CCG Applicants Report", "CCG Committed and Disbursed Amounts" (highlighted with a grey bar), "Funds Requested Report", "School Users Report", and "Student Unit Count Report". Below the list are two dropdown menus: "Academic Year:" set to "2024-2025" and "School:". At the bottom right is a blue button labeled "GENERATE REPORT". Three yellow arrows point to the "CCG Committed and Disbursed Amounts" report, the "Academic Year" dropdown, and the "GENERATE REPORT" button.

- Open the downloaded excel file to view the CCG Committed and Disbursed Amounts Report.

B	C	D	E	F	G	H	I	J	K
<b>Minnesota Office of Higher Education</b> <b>CCG Committed and Disbursed Amounts Report</b> <b>Academic Year: 2024- 2025</b>									
Institution	Total Paid Amount	Total Disb Amount	Total Refund Amount	Summer1 Award	Fall Award	Winter Award	Spring Award	Summer2 Award	
	\$50,325.00	\$55,000.00	\$0.00	\$0.00	\$23,879.00	\$0.00	\$28,606.00	\$0.00	
Total	\$50,325.00	\$55,000.00	\$0.00	\$0.00	\$23,879.00	\$0.00	\$28,606.00	\$0.00	

Column D: Total Paid Amount = the total Child Care Grant awards at the institution that have been marked with a 'Paid' status. (Reported from the School Information section of Child Care Grant applications.)

Column E: Total Disb Amount = the total Child Care Grant funds disbursed from OHE to the institution.

Column F: Total Refund Amount = the total Child Care Grant refunds OHE has received from the institution.

Columns G, H, I, J, K Term Award = the total per term Child Care Grant awards that have been calculated for the institution's applicants. (Reported from the Award Information section of Child Care Grant applications.)

Column L, N: Disbursement 01 and 02 amounts.

L	M	N	P	Q	R	S	T	U	V
DISB01 Amount	DISB02 Amount	Scheduled Amount DISB03	Scheduled Amount Requested DISB03	Additional DISB03 Amount	DISB03 Amount	DISB04 Amount	DISB05 Amount	DISB06 Amount	
\$22,811.00	\$4,689.00	\$27,500.00	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$0.00	
\$22,811.00	\$4,689.00	\$27,500.00	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$0.00	

Column P: The initial amount scheduled for Disbursement 03.

Column Q: The amount of funds the institution requested from the available Disbursement 03.

Column R: The amount of funds the institution requested beyond the available Disbursement 03.

Column S, T, U, V, W, X, Y, Z, AA, AB: The amount of funds that were requested through additional disbursements made available through open reallocation request periods.