

EMERGENCY EMPLOYEE ASSISTANCE FUND FAQs

Q. What is considered a “Qualifying Hardship”?

A. Applicants to the Benevolent Fund must have a documented crisis situation that has caused a financial hardship. **This crisis situation must be an event beyond the employee's control.** Examples of crisis situations include but not limited to:

- Disaster such as flood, tornado, fire, etc.
- Loss of employment of spouse
- Unexpected death in immediate family member
- Accident
- Loss of property
- Uninsured or extended illness/disability/disease

Q. What documentation is required?

A. At the time of application, the following information is necessary:

- Official documentation of the incident that has created the financial hardship (i.e. physician's statement; accident, police or fire report; death certificate; delinquent notices; etc.)
- At the discretion of the committee, the following may be required for final decision, when requesting monetary assistance.
 - A copy of statements for regularly occurring expenses of members of the household for the current month, whether they have been paid or not. Examples includes:
 - Utilities
 - Rent/mortgage
 - Telephone
 - Cable
 - Credit cards
 - Insurance
 - Car payment
 - Transportation
 - Day care

Q. Who will see my request and personal information?

A. Your request is confidential! The Committee only reviews it during the application process. Once a decision has been made your information is filed and secured in the Human Resources Department. Your financial statements do not leave the control of the HR Department at any time during the review process.