

## **Staff Senate Emergency Fund Guidelines**

The Staff Senate Emergency Fund is a fund established within the Senate to offer limited financial assistance to UCA staff during times of extreme hardship related to emergencies. The Staff Senate Emergency Fund is funded through various donations and Staff Senate events. The fund is maintained by the Senate and administered by the Staff Senate Emergency Fund Committee, which is composed of at least 5 Staff Senators.

All applications will be reviewed for approval by the Staff Senate Emergency Fund Committee. Emergency funding is not guaranteed and is contingent upon committee approval and the availability of funds in the Staff Senate Emergency Fund account. It is expected that the applicant needing financial assistance will have first exhausted other funding options.

### **Fund Eligibility**

- All full time benefits eligible UCA staff employees are eligible to apply for emergency funding.
- Applicants are reviewed in the order in which the applications are received.
- Assistance is limited to a maximum of \$500 per employee per fiscal year.

### **What do we fund?**

Given the limited amount of funds available, requests may be fully funded up to the \$500 limit, partially funded, or not funded at all. Actual disbursement amounts may vary based upon the Committee's recommendation and the fund's available balance.

Applicants must have a documented, time limited, specific event or emergency situation related to their immediate family that has caused a financial hardship. An immediate family member will be defined as an applicant's legal spouse, legal dependent child, or parent. The event must be unforeseen and beyond the employee's control. Examples include: Short term funding to assist with day to day needs due to hardship resulting

from natural disasters, fire, or flooding that directly impacts the applicant's primary residence; Travel expenses related to the death of an immediate family member.

We do not fund requests for assistance with taxes, insurance, legal fees, or court costs.

## **Emergency Fund Application**

Before completing the Emergency Fund Application form, please carefully review the Staff Senate Emergency Fund Guidelines and Application Procedures on this page.

Please be as detailed as possible when filling out this application.

## **Application Procedure**

- Employees are required to submit an application online which identifies the emergency situation, as well as other options that have been considered to meet the financial needs, and the appropriate documentation to verify that need. Applications may not be completed by a staff member on behalf of another staff member.
- Please be as detailed as possible when completing requests. Recommended documentation may include: police report, death certificate, copy of invoice/bill with insurance applied, letter from doctor on letterhead, or any other information that may be necessary to thoroughly evaluate the request. Any information provided is voluntary, and the applicant releases the information for review.
- Once the completed application and supporting documents are received, they will be reviewed by the Staff Senate Emergency Committee.
- If the committee requests additional information, the employee has two weeks to provide the additional documentation. If requested information is not provided within that time period, the case will not be considered for funding.
- In almost all situations, applicants will be notified of the committee's decision within ten working days of receiving all necessary and requested information.
- If an application is funded, a check will be disbursed at the earliest possible time. Payments may not be made directly to applicants due to tax implications, but can be made to a vendor, company, or service.

Please submit any questions to [staffsenate@uca.edu](mailto:staffsenate@uca.edu) or call one of the Staff Senate Executive Staff members.

