

## **UFC Emergency Assistance Fund**

### **Mission:**

UFC is committed to helping its members at CWU deal with personal financial emergencies. To this end, UFC has established the Emergency Assistance Fund (EAF).

### **Eligibility:**

All UFC members are eligible to apply for emergency assistance funds.

### **What is considered a crisis situation?**

- fire
- natural disaster such as flood, tornado, etc.
- theft of property
- death in immediate family
- accident
- loss of property
- disease
- extended illness/disability

### **How Do I Apply for Employee Emergency Assistance?**

1. Applicants to the Emergency Assistance Fund file a confidential application to the Chair of the EAF Committee (check <http://www.ufcentral.org/contact.html> for the current chair). All identifying information will be removed and a special code number is given to each application to ensure confidentiality before applications go to the full EAF Committee.
2. Each year the UFC Executive Board appoints a chair and two members to the EAF Committee.
3. This committee meets as necessary to review the applications for assistance and to administer financial assistance. This group has the very difficult responsibility of making sure that the funds are used in the most helpful manner possible. Unfortunately, emergency assistance may not be able to provide financial assistance to all applicants. The committee makes decisions for assistance based on documented crisis, need, and availability of funds.
4. If the application is approved for assistance, checks are made payable directly to the applicant from UFC.

### **What Documentation is Required?**

At the time of application, the following information is necessary

1. A cover sheet detailing the situation.
2. The last 2 consecutive pay stubs for all members of the household who receive any type of income (including alimony, child support, disability, and/or social security payments).
3. Official documentation of the incident which has created the financial hardship (i.e. physician's statement; accident, police or fire report; death certificate; etc.)
4. Any other documentation which will support the case for emergency assistance.

### **What limits apply to Employee Emergency Assistance?**

#### Monetary Limits:

- No more than \$1,000 may be awarded to a UFC member during any 12 month period.
- No more than \$3,000 may be awarded to any UFC member during their lifetime.

#### Application Requirements:

- No more than one application per employee per crisis situation

### **How is this funded?**

The UFC EAF is funded by donations. Drop by [www.mycentral.cwu.edu/UFC\\_EAF](http://www.mycentral.cwu.edu/UFC_EAF) to donate!