

Procedure for Benevolence Fund Request

Qualification to be met:

In order for an WSU Employee to apply for assistance from the Benevolent Fund, they must meet all of the following criteria:

- Employee must have experienced a catastrophic event (as defined by the committee)
- Employees must be in good standing (not on probation, meeting expectations on last performance review, and not having active disciplinary actions)
- Employed for a minimum of 3 years
- FTE of 0.75 or greater
- Employee may only receive assistance one time in a 5 years period.

A WSU employee can request money from the Benevolent Fund or another WSU employee can make the request on behalf of another WSU employee.

Procedure of the Request:

Employee must put in writing the details of the catastrophic event they have experienced and how it has impacted their finances.

1. The applicant will fill out the Application for Benevolence Fund Monies.
2. The applicant will clearly describe the catastrophic event on a separate sheet of paper.
 - Describe the impact of the catastrophic event on their ability to provide the **basic necessities** for themselves and/or their family.
 - Include pertinent information regarding other personal and outside resources that may be available to them (e.g. religious organizations, Traveler's Aid).
 - Where appropriate, explain the outcome of any request/s of assistance from other resources.
 - Attach proof of need (i.e. invoice).
3. The committee members will review the request.
4. The committee members will determine if the event qualifies for assistance.
5. The committee members will fill out their own individual Benevolent Fund Rating Sheet.
6. The committee chair will enter the individual ratings on the Benevolent Chair Rating Sheet to decide on the percentage amount to be awarded.
 - The maximum possible award is \$1000.
7. The applicant will be informed of the monetary award.
8. (Nancy Emenger, Director of Purchasing, or designee) will be notified of the monetary award to disburse funds to the employees debtors.
 - The monies awarded will be paid directly to the hospital or other service provider.

Procedure of an Emergency Request:

1. If an emergency request comes to the Facilitator, he/she will send a packet based on the information given at the time of request to the Chair.
2. The Chair will try to contact the other committee members to distribute the packet to be rated.
 - If a committee member can't be reached, the committee will make a decision without the non-contacted member.

3. The committee members will review the request.
4. The committee members will determine if the event qualifies for assistance.
5. The committee members will fill out their own individual Benevolent Fund Rating Sheet.
6. The committee members will return the individual rating sheet back to the chair.
7. The committee chair will enter the individual ratings on the Benevolent Chair Rating Sheet to decide on the percentage amount to be awarded.
 - The maximum possible award is \$1000.
8. Chair will compile the ratings and send the results to the Facilitator.
9. Facilitator will take necessary action to make payment.
 - The monies awarded will be paid directly to the hospital or other service provider.

The request for additional information could occur at two places in the process.

1. When Human Resources receives the request and discovers they don't have enough information to review.
2. When the committee reviews the packet and needs additional information to proceed.

Failure to submit any additional requested information within ten (10) business days of request may result in rejection of application.