



## EMPLOYEE IN NEED EMERGENCY ASSISTANCE APPLICATION REQUIREMENTS

Edmonds Community College Foundation Emergency Assistance Program is available for currently employees who are experiencing an **unforeseen financial situation** that is beyond their control.

### What can emergency funds pay for?

- Most importantly, ***Basic Life Necessities that are past due***, such as
  - Food, shelter, utility bills, car repairs
- Under limited circumstances ***cell phone and internet services***
  - Emergency funds can be used to pay for ***basic*** telephone service and internet connection. The funds ***cannot*** be used to pay for the full charges of a bundled service or special telephone applications or call/text charges in excess of the service contract.

**Application Requirements:** Submit a completed application form with the following documents:

- **Personal Statement:** On a single page, explain your unforeseen circumstance or emergency and include:
  - Why you need the emergency funds and how the money will be used
  - The ***exact amount*** requested and who should be paid
  - What you have done to try to remedy your financial difficulties
- **Supporting Documentation:** In addition to the application, the following documents will be used to determine your financial circumstances, the nature of your emergency and the award amount.
  - Budget Form (part of application)
  - Documents that support your financial emergency (*Copies of invoices, receipts, eviction notice, police reports, medical statements, car repair estimates, etc.*)
    - Provide copies only as they will not be returned.

**REMEMBER, ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED**

**Award Process:** Applications are reviewed weekly, by a committee comprised of College and Foundation staff. ***Exceptions may be made for employees requiring immediate assistance for food or shelter.*** The employee's personal statement and supporting documentation will be used to determine the applicant's level of emergency and amount of award.

If approved, award checks will be made payable to and sent directly to the service provider. Employees will be contacted by phone after their application has been reviewed to inform them of approval or denial of their application. They will be notified again when checks have been mailed to the provider.

**Note: EdCC Foundation Employee in Need Emergency Assistance will only be awarded to an employee ONCE in a 12 month period.**