

Henderson State University
Staff Emergency Fund

The Staff Senate Emergency Fund is a fund established within the Staff Senate to offer limited financial assistance to qualifying HSU staff during times of extreme hardship. The Staff Senate Emergency Fund is funded solely through voluntary donations. The fund is maintained by the Henderson State University Foundation and administered by the HSU Staff Senate Emergency Fund Committee. All applications will be reviewed for approval by the Staff Senate Emergency Fund Committee. Emergency funding is not a guarantee. Funding is awarded on a case-by-case basis and is contingent upon availability of funds in the Staff Senate Emergency Fund Account. This will ensure the availability of limited funds for the maximum amount of applicants.

What is funded?

Given the limited amount of funds available, requests may be fully funded up to a \$500 limit, partially funded, or not funded at all. Actual disbursement amounts may vary based upon the Committee's recommendation, immediate staff need, and the fund's available balance. Applicants must have a 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; Unexpected, sudden medical emergencies, critical injury, or unexpected medical treatment.

How is the SEF funded?

The Staff Senate Emergency Fund is funded solely through tax-deductible donations made via the HSU Foundation. Donations for the Staff Emergency Fund can be given through payroll deduction, check made payable to the HSU Foundation, or credit/debit card via online giving. The Emergency Staff Fund account is held by the HSU Foundation.

Staff Senate Emergency Fund Application Guidelines

Who is Eligible?

- All full time benefits eligible Henderson State University staff employees who have been employed with the University for at least six (6) months are eligible to apply for emergency funding.
- Applications are accepted all year.
- Applicants are reviewed in the order in which the applications are received.
- Assistance is limited to a maximum of \$500 per employee.
- Applicants may only be awarded funds once per year. Applicants may not apply for funding in consecutive fiscal years.

Application Procedure:

Employees are required to submit an online application which identifies the emergency situation and the appropriate documentation to verify the need. Applications may also be completed by a staff member on behalf of another staff member. Recommended documentation may include: police report, death certificate, copy of invoice/bill with insurance applied, letter from doctor on letterhead, or any other information the applicant feels may be necessary to thoroughly evaluate their request. Any information provided is voluntary, and the applicant agrees to releases the information provided for review. Once the completed application and supporting documents are received, they will be reviewed by the Staff Senate Emergency Fund Committee. In some case, the committee has the right to request additional information. 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.
