Eligibility Criteria

The Employee Emergency Assistance Committee (EEAC) of the UAB Faculty and Staff Benevolent Fund evaluates employee applications and makes decisions regarding disbursement of funds for emergency financial assistance according to established criteria.

Persons eligible for aid must be full-time or part-time regular employees, full-time temporary employees, or retired disabled (for the first 90 days following the date of retirement).

The need for assistance must be directly attributed to or caused by a qualifying emergency.

Qualifying events may include but are not limited to fire, flood, tornado, or medical emergency. The need for financial assistance may also be determined by undue hardship not deliberately caused by the employee, which is of such magnitude or severity that it is unlikely that the employee has sufficient resources to reasonably expect a favorable outcome.

Common life occurrences that would not in and of themselves be qualifying events include routine car and home repairs and maintenance, car accidents, legal fees and living beyond one’s means.

For More Information

For more specific, detailed information, visit our website at www.uab.edu/benfund. In addition to other frequently asked questions, a list of all required documentation for an interview can be found on the website. Alternately, you may contact the Benevolent Fund Program Manager at (205)934-1581.

NON-DISCRIMINATION POLICY

The University of Alabama at Birmingham and the Employee Emergency Assistance Program administers its assistance, without regard to race, color, religion, sex, sexual orientation, national origin, disability unrelated to job performance, disabled veteran status or Vietnam era veteran status.
To begin the application process, an employee needs to call the Benevolent Fund Program Manager at (205)934-1581. The employee will be prescreened over the telephone to determine potential eligibility. If the employee appears to meet the basic guidelines, an appointment will be scheduled. The employee will need to bring documentation of the qualifying emergency, all family income and all family expenses. The appointment generally takes 45 minutes.

The case will be presented to the EEAC at the next regularly scheduled weekly meeting.

Employees who do not meet the basic guidelines will be referred to community resources for possible assistance. A list of community resources is available on our website at www.uab.edu/benfund.

Criteria for Consideration

The EEAC considers many criteria and asks many questions regarding each case it reviews. The following is a list of some of the questions considered by the committee.

- **Is the employee experiencing a true, qualifying emergency?**
- **Has the employee experienced extenuating circumstances causing a hardship?**
- **Are the employee’s essential and/or non-essential monthly expenses excessive?**
- **Do the employee’s total monthly expenses exceed total monthly net income?**
- **Has the employee applied for other available resources?**
- **Will financial assistance have a positive impact on the family’s financial situation?**
- **Does the employee have adequate documentation of financial need?**
- **Has the employee fully utilized insurance benefits?**
- **Has employee exhausted sick, vacation and personal leave time?**

Criteria for Denial

All decisions made by the EEAC are final and are determined solely by the information submitted. A case may be denied for any of the following reasons (but not limited to):

- Fraudulent information was presented (or pertinent information was withheld)
- Did not meet stipulations of previous award such as receiving financial counseling
- Emergency has not caused a hardship to the employee
- Information was incomplete or lacks required documentation
- Emergency does not fit acceptable criteria
- Emergency was avoidable
- Employee has unnecessary and excessive expenses contributing to the hardship

Confidentiality of employees will be maintained. The EEAC reviews cases without knowing the identity of the employee.

EEAP does not discriminate in awarding assistance to employees in need.

Assistance Limits

The maximum amount awarded to any employee regardless of the situation is $1,250 during a 12 month period. The maximum lifetime award is 3 annual maximums or a total of $3,750.