

Eligibility Criteria

Employee applications are evaluated and decisions regarding financial assistance are made by the Employee Emergency Assistance Committee (EEAC) according to established criteria. The EEAC is comprised of a cross-section of UAB employees elected to serve on the Benevolent Fund Council.

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 most common qualifying emergencies include the following:

- ◆ loss of income due to leave without pay for medical reasons
- ◆ medical expenses not covered by insurance
- ◆ Loss of property due to disaster such as fire, flood, or tornado
- ◆ Safety in domestic violence situations

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

Other situations creating undue hardship through no fault of the employee will be considered on a case by case basis.

Common life occurrences that would not in and of themselves be qualifying events include:

- ◆ routine car repairs and maintenance
- ◆ routine home repairs and maintenance
- ◆ car accidents
- ◆ legal fees

uab.edu/benfund

For more specific and detailed information, visit uab.edu/benfund. An application and list of all required documentation for an interview can be found on the website.

Contact Information

Phone: 205-996-2040

Fax: 205-975-9608

E-mail: benevolentfund@uab.edu

Physical Address:

B82 Administration Building
701 20th Street South
Birmingham, AL 35233

Mailing Address:

AB B82
1720 2nd Avenue S
Birmingham, AL 35294-0100

NON-DISCRIMINATION POLICY

The University of Alabama at Birmingham and the UAB Benevolent Fund 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.

UAB BENEVOLENT FUND

Give Help, Give Hope.

Employee Emergency Assistance Program

Providing relief to
eligible employees
facing financial
emergencies

Serving employees of:

Callahan Eye Hospital
Health Services Foundation
University of Alabama at Birmingham
UAB Health System
University Hospital
VIVA Health

Applying to the EEAP

To apply to the Employee Emergency Assistance Program (EEAP), an employee should call the Benevolent Fund at (205) 996-2040.

Allow 5-10 minutes for prescreening over the telephone. If the employee meets the basic eligibility guidelines, the social worker will schedule an in-person appointment. The employee will be asked to provide documentation of the following:

- ◆ Qualifying emergency
- ◆ All household income
- ◆ All household expenses
- ◆ Current household resources

After this information is received, the case will be presented to the EEAC for final review. The time from application to approval/denial is approximately 1 week. All assistance received is considered taxable income by the IRS and must be reported as such by UAB.

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

Employees not meeting the basic eligibility criteria or in need of assistance above and beyond what they may receive from EEAP will be referred to community resources for possible assistance. A list of community resources is also available at 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?*
- ◆ *Does the employee have adequate documentation of financial need?*
- ◆ *Has the employee exhausted sick, vacation, and personal leave time?*
- ◆ *Are the employee's essential and/or non-essential monthly expenses excessive?*
- ◆ *How does the employee's total monthly income compare to total monthly expenses and relate to the request for financial assistance?*
- ◆ *Has the employee fully utilized insurance benefits?*
- ◆ *Has the employee applied for other available resources?*

Employees must exhaust all resources and be able to demonstrate financial need.

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 or turning in receipts to verify use of previous award*
- ◆ *Emergency has not caused a hardship to the employee*
- ◆ *Information was incomplete or lacks required documentation*
- ◆ *Situation does not fit acceptable criteria*
- ◆ *Situation was avoidable or of the employee's own making*
- ◆ *Employee and members of household have not exhausted financial resources including funds in checking, savings and brokerage accounts (excluding retirement accounts)*
- ◆ *Employee has unnecessary and excessive expenses contributing to the hardship*

Assistance Limits

The maximum amount of assistance that can be awarded to an 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*.

*Maximum lifetime benefit will be lower for employees who have received assistance prior to January 2002.