

# EMPLOYEE EMERGENCY ASSISTANCE PROGRAM

Providing relief to eligible employees facing financial emergencies

## ELIGIBILITY CRITERIA

Persons eligible for aid must be a full-time or part-time regular employee, or full-time temporary employee. The need for assistance must be directly attributed to or caused by a qualifying emergency.

The most common qualifying emergencies include:

- loss of income due to leave without pay for medical reasons
- medical expenses not covered by insurance
- loss of property due to disaster
- safety in domestic violence situations

## APPLYING TO THE EEAP

To apply, an employee should call the Benevolent Fund at (205) 934-1581. Allow 5 minutes for prescreening over the telephone. If the employee meets guidelines they will be asked to provide documentation of the following:

- qualifying emergency
- all household income
- all household expenses
- current household resources.

The case will be presented anonymously to the committee for final review. Employees not meeting the criteria or in need above and beyond what they may receive from EEAP will be referred to community resources.

## ASSISTANCE LIMITS

The maximum amount of assistance that can be awarded to an employee regardless of the situation is \$1,500 during a 12 month period. The maximum lifetime award is 3 annual maximums, or a total of \$4,500.

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

**SERVING EMPLOYEES OF:  
CALLAHAN  
HSF  
HS  
UAB  
VIVA HEALTH**

**4,600 AWARDS  
TOTALING \$4.4  
MILLION IN  
DIRECT  
FINANCIAL  
ASSISTANCE**

## CONTACT INFORMATION

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