

## Before you begin completing the Auxiliary Emergency Fund Application

### Are you eligible?

- My dues have been paid for the last two consecutive years, as well as the current year (three yrs. total).

### Decide for which type of assistance you are applying.

- Temporary assistance during a time of financial crisis, when no other source of aid is readily available to pay for shelter, food and utilities. (Complete pages 1-3 of the application)
- Temporary assistance for food and shelter related to weather-related emergencies and natural disasters. (Complete pages 1-4 of the application)
- Temporary assistance for educational training due to the lack of skills necessary for employment or in order to upgrade competitive workforce skills. (Complete pages 1, 2, 3 and 5 of the application)

### Documentation to collect before beginning:

- A) Monthly earnings figures for yourself, your spouse (if applicable) and anyone else in the household (if applicable), including:
- Veteran's Pension/Compensation
  - Child Support and TANF
  - Social Security
  - SSI
  - SSD
  - Medicare/Medicaid
  - Food Stamps
  - WIC
  - FEMA
  - Unemployment Compensation
  - Workmen's Compensation
  - Alimony
  - County/State Assistance
  - Stock Dividends
  - Donations from private charities, including your post/unit/department
  - Any other income/donations

B) Dollar amounts for current bills, including:

- Mortgage/Rent
- Electricity Bill
- Fuel
- Water/Sewage
- Food
- Telephone
- Child Care
- Medication
- Toiletries
- Insurance
  - Homeowners
  - Life
  - Auto
  - Health
  - Other

C) Copies of the following will need to be provided upon submission:

- Current Electric bill
- Current Natural Gas bill
- Current Water bill
- Current Sewage bill
- Current Phone bill
- Eviction notices
- Disconnection notices
- And any other expenses or documentation to be considered (such as receipts for supplies and repair estimates from a natural disaster)

D) If applying for **disaster assistance**, please complete page 4 and include *copies* of:

- Photographs of the damage
- Repair estimates
- Statements from FEMA or local Law Enforcement
- Receipts for supplies, if purchased
- Documents regarding the insurance policy on the property

E) If applying for **education assistance**<sup>1</sup> please complete page 5 and:

- List
  - i) Name and address of institution
  - ii) The course title(s)
  - iii) The cost of the course(s)
  - iv) The beginning and end dates
- Include *copies* of course schedule(s), if already enrolled

<sup>1</sup> This type of assistance will be awarded directly to the educational institution, not the member.

You are now ready to begin. After you have completed the application, submit it with the necessary documents to your unit for consideration.