



Application for Disaster Assistance

CFC Pledge #11185

Dear Federal Employee,

FEEA provides no-interest loans and grants for federal employees who have had an unforeseen emergency such as personal hardship, death in the family or loss of property due to a natural disaster. If this emergency has caused the employee a financial loss to the extent that he or she is unable to pay basic living needs, he or she is eligible to apply. The applicant must be currently employed with the civilian federal government and must have at least one year of employment. FEEA assistance will be made in the form of checks written to specific creditors only.

When filling out this FEEA Emergency Assistance application for either the no-interest loan or grant program, please remember to complete all sections. Applications must be complete in order to process. This application along with any material sent will become the property of FEEA. **DO NOT** send original bills, etc.

Please send the following required information:

1. Letter explaining emergency situation (on Page 6 of application)
2. Most recent SF-50 (Standard Form 50-Notification of Personnel Action) or equivalent
3. Most recent leave and earnings statement (and spouse's pay stub, if applicable)
4. Documentation of unforeseen situation (for example, medical bills not covered by insurance that you have paid, doctor's note if medical, LWOP verification, police or insurance report if stolen or damaged property, receipts for funeral/travel expenses, etc.)
5. Documentation of the bill(s) you are requesting assistance for, such as notice of delinquent rent/mortgage payments or utility bills (only basic living needs will be considered)

Please provide any additional information which might be helpful in providing FEEA's case workers with an accurate assessment of your needs. If you are seeing a counselor with the Employee Assistance Program (EAP), please provide the name and phone number of the counselor. For the most part emergency assistance will be in the form of no-interest loans repayable through a payroll deduction. The type of financial assistance (i.e., grant, partial grant or loan) will be determined by FEEA.

FEEA does not provide emergency assistance to pay for debt consolidation, poor financial planning, nonessential items or other expenses derived from non-emergency circumstances.

Please return application with supporting documentation to:
FEEA, 3333 S. Wadsworth Blvd., Suite 300, Lakewood, CO 80227
Questions? 1-800-323-4140

Personal Information

First Name	Middle Initial	Last Name
Date of Birth	Social Security Number	() Home Telephone
Home Address		
City	State	Zip
Email Address		

Dependents: Total Number:

First and Last Name	Relationship	Age	Current Address

Employment Information

Federal Agency Name	() Business Telephone
Agency Office Address	
Immediate Supervisor	() Business Telephone
Payroll/Financial Office Contact Person	() Business Telephone

Emergency Information

What is your reason for requesting assistance (the unforeseen emergency)?

Medical Emergency _____ Natural Disaster _____ Government Pay Error _____

Other _____ (ie relocation, funeral, LWOP, etc.)

Amount Requested _____ (maximum loan amount is \$1,000)

Please provide a written explanation of your unforeseen emergency on the back page and attache supporting documentation (copies only).

Some organizations have special funds set up to provide additional assistance. Please indicate if you are a member of any of the following groups:

AFGE _____ NTEU _____ NFFE _____ FMA _____ FEW _____ SEA _____ NARFE _____

Monthly Household Income

Net Pay of Federal Employee _____

Net Pay of Spouse _____

Disability/Retirement _____

Other: _____
(eg. child and/or roommate support, unemployment)

Checking & Savings Accounts

_____ Balance _____

Financial Institution _____

_____ Balance _____

Financial Institution _____

Bankruptcy

In the Process of Filing yes _____ no _____

In Last 6 Months yes _____ no _____

Currently Paying On yes _____ no _____

Past/present bankruptcy will not necessarily disqualify you for a loan

MORTGAGE INFORMATION

OWN or RENT

RENTAL INFORMATION

_____ Mortgage Holder

_____ Rental Name or Owner

_____ Balance Due on Mortgage Monthly Payment

_____ Contact's Phone

_____ Liens or Second Mortgage Co. Payment

_____ Monthly Payment

_____ Second Balance

Personal Finances

(use additional space on back - if necessary)

Name of Creditor	Balance	Monthly Payment	Item
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Monthly Household Expenses

Rent/Mortgage _____ Utilities _____ Phone (basic) _____ Food _____

Clothing/Laundry _____ Child Care _____ Car Insurance _____ **Total Expenses:** _____

Transportation _____ Credit Cards _____ Car Payment _____

Please read and sign:

RELEASE OF INFORMATION: I give FEEA authorization to check my credit record and to receive, and exchange information about my credit history. I further authorize my payroll office/finance center to release information pertaining to my leave and earnings statement and work status, and authorize FEEA to receive information from my supervisor as deemed necessary. By signing below I certify I have fully and truthfully completed this application.

Printed Name

Signature

Date

Applicant Loan Agreement

Dear Applicant:

Most Federal Employee Education & Assistance Fund (FEEA) help is provided in the form of no-interest loans. Grants are made infrequently, and only in the most extreme circumstances. Loan repayments are deposited into the FEEA emergency assistance account and are used to help additional federal families.

FEEA receives no government funds. All FEEA programs are funded by employee contributions to FEEA during the Combined Federal Campaign. FEEA also receives funds from corporate sponsors, such as GEICO. GEICO is the sole corporate sponsor of the FEEA emergency assistance program this year.

Because funds are limited, assistance on any individual case may also be limited.

If I am granted a no-interest loan, I agree to repay in the amount as assigned by FEEA. I also agree that the allotment will not be changed or altered until the loan is paid in full. The amount repaid each pay period will be determined at the time the loan is authorized. I further agree to complete and follow the proper procedures with a Direct Deposit sign up form. The instructions will be provided at the time the loan is approved.

Name: _____

Address: _____

City, State, Zip: _____

Phone: Home (____) _____

Work (____) _____

Date: _____ Signature: _____

SSN: _____

THIS FORM MUST BE RETURNED WITH YOUR APPLICATION

to

FEEA

3333 S. Wadsworth Blvd., Suite 300

Lakewood, CO 80227

1-800-323-4140

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND (FEEA)
NATURAL DISASTERS
ADDITIONAL INFORMATION

Federal employees who have had major losses due to a declared natural disaster may apply for a grant from the Federal Employee Education and Assistance Fund by filling out an Emergency Assistance application and the attached Additional Information sheet. (Only one grant per household)

No-interest loans are also available. Loans will only be made payable to a specific creditor, i.e., shelter costs, clean-up, repairs/supplies, etc. The amount of each loan will depend on the number of requests and our program's financial ability to assist with those requests.

The employee should complete the entire Emergency Assistance application including the "Applicant Loan Agreement" even if only requesting the grant at this time and not a loan. Providing all information now makes the loan process go more quickly later if a loan is needed. Loans are repaid by payroll allotment, so a voluntary allotment space must be available to receive a loan. Loan applicants must also meet regular eligibility requirements as explained on the application.

An employee may have lost his/her home and/or have been forced to make temporary living arrangements. In this case, a current mailing address where a check can be sent should be given or call our office to make other arrangements, eg., sending the check to the work place. Our number is 1-800-323-4140.

Please be certain to complete and return all parts of this application.

(Spring 2011)

Additional Information & Explanation for FEEA Grants

In order to be considered for the grant, the following information is requested, even if you listed it previously on the application.

Employee Name

Agency

Best Phone Number to Reach Applicant

Applicant Email Address

Name of Disaster (if any)

Date

◆ List your extra out-of-pocket expenses and the items you have had to purchase as a result of the disaster:

◆ Explanation of damages:

◆ Homeowner's Insurance: ___yes ___no Deductible \$_____ Paid: ___yes ___no

◆ If your car was damaged, how much were your repairs and how much was your deductible?

◆ Married: ___yes ___no Name of spouse: _____

Spouse employed: ___yes ___no Spouse's monthly income: _____

Spouse employed by: _____

◆ Other adults in household: : ___yes ___no Monthly Income: _____

Name(s): _____

Employed by: _____

◆ Other assistance, i.e., Red Cross, FEMA, local charities: