

Aledo Independent School District Employee Crisis Fund

For Staff:

The Employee Crisis Fund was approved in 2015 to provide a source of financial assistance to Aledo ISD employees who are facing an emergency situation and are unable to handle immediate short term financial obligation(s) in which the applicant has fallen behind as a result of the crisis. The Crisis Fund is funded by the Aledo Education Foundation.

Mission:

To provide a source of financial assistance to Aledo ISD employees who are facing an emergency situation and are unable to handle immediate short term financial obligations associated with the crisis.

Process of Review:

The committee strives to provide a timely response to each crisis. However, applicants are reminded that the decision making process will be thoughtful and that each application will be carefully reviewed before the committee arrives at a decision.

The fund is provided for full-time employees who are in need of short term emergency assistance. Request for the Crisis Fund will be submitted through the Aledo ISD Human Resources department. Applications will be reviewed by the Crisis Fund committee. The committee will consist of Aledo ISD employees, and may include a representative from the Aledo Education Foundation. In addition, the Director of HR will chair the meetings as a non-voting member, and will serve as the advisor providing information regarding each applicant.

The committee considers request that are made throughout the year. The applicant will be notified of the approval or denial of the request, according to the review and decision of the committee. The committee strives to respond as quickly as possible to each request, especially those that are emergency situations. Decisions regarding funding may be made via phone, e-mail and/or at committee meetings. The decision of the committee is final and may not be appealed.

The committee will determine the amount of the funding on a case by case basis. Requested funding is not guaranteed. In addition, a decision may be made to partially, but not fully, grant the request. Decisions are made based on the information provided on each request, as well as the Fund's financial status at the time of the request. All request will be handled confidentially. An applicant may not be funded more than once every three years. Generally, the maximum amount of funding is limited to \$1,250. Typically, funds are distributed directly to creditors and are not issued as cash to the employee.

Information Regarding a Crisis:

The Crisis Fund is available for an unforeseen event that occurs and creates a short term financial hardship which has caused an employee to fall behind with financial obligations. For example:

- ✓ Mortgage or rent payment
- ✓ Utilities such as water, gas and/or electric
- ✓ Medical
- ✓ Or other, as requested and deemed appropriate by the committee

Application to Crisis Fund:

- Complete the Aledo ISD Employee Crisis Fund Application Form.
- *Incomplete applications* and applications that are not *notarized* will not be processed and will be returned to the employee.
- Supporting documentation may be required.
- Submit application to staylor@aledoisd.org or applications can be mailed to:
Director of Human Resources
1008 Bailey Ranch Rd.
Aledo, TX 76008