

## Aledo Independent School District Employee Crisis Fund

### Committee Information

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The employee Crisis Fund is a source of financial assistance to Aledo ISD employees who are facing an emergency situation and are not able to handle immediate short term financial obligation(s) in which the applicant has fallen behind, and is associated with the crisis. The Crisis Fund is funded by the Aledo ISD Education Foundation. Employee contributions are solicited annually by the AEF.

#### **Mission Statement:**

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

#### **General Guidelines:**

The request for the fund is submitted through the Aledo ISD Human Resources department. The committee will review each request. The committee will include employees of Aledo ISD and may include a representative or designee of the Aledo Education Foundation. The HR Director will chair the meetings as a non-voting member, and will serve as the advisor providing information regarding each applicant.

#### **Applicant Requirements:**

- Must be a full time employee in good standing with Aledo ISD
- Must complete the application form with a notary seal
- Applicant will not be funded more than once every three years
- Generally, the upper limit awarded is \$1,250.00
- Amounts are not guaranteed and are granted by committee decision
- Grants are paid directly to the vendor/creditor, etc.
- All decisions are final and may not be appealed

#### **Items to Consider:**

- ✓ The need or reason for the request
- ✓ The amount of the request
- ✓ Whether children are involved and affected
- ✓ Number of years with the district
- ✓ Supporting documentation provided by the employee
- ✓ Any other related factor

#### **Examples of payment for Crisis:**

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