

The purpose of this Committee is to provide a potential source of funds for UCPSA employees and members in the event of an emergent need. These funds may be considered if the request meets the requirements/parameters established by the Committee. Funds will be provided only as a last resort after having determined that other resources are not available (i.e., community services, Bellows Fund, personal advance, natural supports, etc.). Referrals for UCPSA volunteers may be generated from this Committee as appropriate (i.e., need for yard work, taking care of pets while being hospitalized, short-term meal preparation, etc.).

The Committee will be comprised of representatives from each department within UCPSA, and shall convene at least quarterly and as often as monthly if there are pending applications for review. A set amount of funds will be made available from UCPSA each month. If the funds are not exhausted in full, the balance remaining will roll over and be added to the new monthly allocation.

Minutes and Committee member attendance for each meeting will be kept for reference. Financial accounting of all funds spent and accompanying documentation will be maintained.

Applications will be considered if:

1. The applicant is a current employee of UCPSA or a member receiving services from UCPSA.
2. The form is filled out completely, including an attached estimate or invoice for the item/service being requested.
3. There are no other avenues or sources identified from which to obtain funding.
4. The request is deemed necessary to ensure the health, safety, and/or well-being of the person.
5. Funds for the request can be paid directly to a vendor or service provider.
6. The applicant has not received funding from the Committee within the prior 6 months unless the request is deemed an emergency.
7. The Committee provided possible community resources, and the applicant followed up but was unsuccessful in obtaining the service/requested item.