

# Employee Assistance Fund Request Form

This fillable form can be completed online and submitted via email.

1. Please complete all sections of the form.
2. Download/print the completed form for your records (optional).
3. Click submit to initiate an email to the committee for review. Your application will appear as an attachment within a new email draft. Attach all bills, receipts, or other proof of financial hardship to the email. Acceptable file formats include DOC, DOCX, PDF, JPEG, or PNG.
4. Send the completed email. Ensure your email is sent by checking your sent items box.

## Personal Information

Requester's Name:

Position:

Contact Phone:

Email:

PSU ID#:

## Supporting Information

Have you explored free assistance options through Penn State's Employee Assistance Program?  
Please review available options on the [HR website](#) prior to applying for this funding.

Yes          No

Is this your first request to the Employee Assistance Fund?          Yes          No

If NO, please provide the year in which your prior request was made, the reason for that request, and dollar amount provided:

Year                  Dollar Amount

Reason

Describe what assistance you have sought outside Penn State for this request (please list the individuals or organizations) and why they were not a source for the needed funds:

In order to be considered for funds, employee hardships may include, but are not limited to the below list. Please select which hardship(s) pertain to your request:

- Family tragedy
- Destruction of home or property by fire or other disaster
- Short-term disabilities where income is curtailed
- Uncompensated funeral expenses
- Catastrophic or unusual medical expenses not otherwise covered by insurance
- Any other temporary hardship beyond the employee's control

Describe the reason(s) why you are seeking funding. What is your situation, when did it begin, and is it an ongoing or one-time hardship?

Please include the total \$ amount of bills, receipts, or other proof of financial hardships:

Amount of funding requested:

**Please attach all applicable bills, receipts, or other proof of financial hardship to your email after selecting Submit. Documentation is required to be considered for funds.**

*Note: Any payments received are considered taxable earnings and therefore Penn State must report this as taxable income on your W-2. Any payments provided will be adjusted upward to make a gross amount that would cover the appropriate taxes.*