

Penn State Employee Assistance Fund Request Process and Form

The Employee Assistance Fund is an endowment with its annual yield used to support full-time employees with temporary personal or family hardships. The following online application can be used to apply for funds. Please note that all applications must include proof of financial hardship, such as bills or receipts. In the event employees cannot submit the online application via email, the application can be printed, filled out, and mailed to:

Vice President for Human Resources, The 331 Building, Suite 136, University Park, PA, 16802.

Expenditures from the fund are made by the Vice President for Human Resources, in consultation with a small representative committee who maintain the highest degree of confidentiality. Factors that may be used to determine eligibility include the nature of the hardship, the number and nature of previous requests, and income level.

It is expected that employees requesting assistance from the fund will have sought assistance from other sources external to the University. With limited funds available, the level of support may be modest in relation to overall need.

Additional information on the Employee Assistance Fund is available on the Penn State policy [website](#). Questions can be directed to assistancefund@psu.edu.

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. Submit the completed form and attach any bills, receipts, or other proof of financial hardship to: assistancefund@psu.edu 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 [SupportLinc](#) page 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 following 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 dollar 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. 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.