

# Virginia State Employee Emergency Fund

VIRGINIA STATE EMPLOYEES HELPING FELLOW EMPLOYEES IN NEED

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## How It Works

The Virginia State Employee Emergency Fund (VSEEF) has been created for Virginia State employees who are active and in need as a result of a recent unforeseen emergency (i.e. fire to one's home, death of a loved one, or medical bills from an unexpected illness or injury not covered by insurance). The VSEEF is a recognized charity of the Commonwealth of Virginia Campaign (CVC). Funds are made through short-term grants payable to companies, not individuals. To view more information about the VSEEF, visit [www.cvc.virginia.gov/veaf/vseefFAQs.htm](http://www.cvc.virginia.gov/veaf/vseefFAQs.htm). State employees who qualify for this fund should download the online application, obtain the appropriate signatures and documentation, and submit their application through fax or mail. Once applications are received, a committee of state employees reviews the request in a confidential manner. All applicants are notified within seven business days of the status of their application.

## How to Support

The Virginia State Employee Emergency Fund is made possible solely by donations designated during the CVC campaign. In order to make a contribution to this fund, employees can donate online or fill out a pledge card to **CVC code # 3040**. During the CVC campaign, online donations can be made through *Employee Direct* by clicking on: <https://edirect.virginia.gov/EDL/Start>

## How to Apply

Visit [www.cvc.virginia.gov](http://www.cvc.virginia.gov) to download the application or to view more information about the VSEEF —click on the **EMERGENCY FUND** link. Completed applications should be faxed to 804-371-7401 or mailed to VSEEF c/o CVC, 101 North 14th Street, 12<sup>th</sup> Floor, Richmond, VA 23219. The VSEEF is a program within the Virginia Employee Assistance Fund and registered as an IRS 501 (c) 3 charity and sponsored by the *Commonwealth of Virginia Campaign*

*VSEEF FINANCIAL STATEMENTS ARE AVAILABLE UPON REQUEST FROM THE OFFICE OF CONSUMER AFFAIRS.*



# *VSEEF Frequently Asked Questions*

## **Who can apply to the Virginia State Employee Emergency Fund (VSEEF)?**

Active Virginia State Employees can apply for assistance (including full-time and part-time employees but not contractors) who do not have an existing assistance fund in their agency. (i.e.: VCU Health System, W&M, VADOC ).

## **Do monies have to be repaid?**

Funds do not need to be repaid. It is a grant and not a loan.

## **Will my application be kept confidential?**

The VSEEF keeps information confidential. Those reviewing the applications for approval will not be given the employee's name.

## **What types of requests does that VSEEF cover?**

Typically employees request funds due to serious emergencies (i.e. fire to home or property and unforeseen costs due to death or illness of a loved one).

## **What types of the requests does the VSEEF not cover?**

- *Requests based on medical costs that are covered by insurance or Worker's Compensation*
- *Requests based on refundable deposits*
- *Requests based on the rising cost of gas for vehicle or home heating use will not be reviewed.*
- *Requests that are not connected to an unforeseen emergency situation.*

## **How long does the process typically take?**

Completed applications are processed within seven business days from the day they are received.

## **Does my supervisor/manager have to sign off on my application?**

The VSEEF would prefer immediate supervisors or managers to sign-off on the employee's application. If the employee or the supervisor does not feel comfortable in doing so, a Human Resource representative signature will suffice.

## **What are the sizes of grants made?**

Grants can typically be made up to \$500.00

