Life Impact Program

Information Regarding Emergency Funds
Category One: Basic Family Needs

Notice: The Life Impact Program Emergency Request Program is only available to Life Impact Program Participants. We do not offer any financial assistance to non-participants.

The general intent of the Life Impact Program Emergency Fund will be to assist program scholars who are in good standing resolve any crisis that will impede or deter them from their academic and professional goals. Your request will be accepted or denied based on the following things:

1. Availability of funds,
2. Severity of circumstances and
3. Related documentation.

The Life Impact Program has the right to:

1. Ask for additional documentation regarding the circumstances surrounding the request,
2. Approve a request with an adjusted dollar amounts to better match the circumstances and
3. Deny a request.

Process to Access Category One Emergency Funds

1. Students must schedule an appointment to discuss the circumstances with the Life Coach. If possible, alternative resources will be provided to divert the need for an EFR. If an EFR is necessary, student will complete an Emergency Request Form along with the Monthly Budget Form with the assistance of the Life Coach.
2. Student must provide adequate documentation of their emergency, as determined by the Life Coach and Executive Director. Examples of this documentation would be, eviction notice, lease, past due notices or letters from involved parties. In most cases, the EFR will not be processed without all requested documentation.
3. The life Coach and Executive Director will review documentation immediately to determine if documentation is adequate or if more information is needed. The Life Coach will notify participant if they need to provide additional documentation.
4. If the Executive Director is not available, the Life Coach may discuss the scenario with members of the management team. If the Life Coach is not available, the Life Coach Assistant may discuss the scenario with either the Executive Director or a member of the management team.
5. The Life Coach and Executive Director will inform the student as quickly as possible if they qualify for Emergency Funds.
6. If approval is given, required signatures are obtained and processing in the UWM Accounting Department is initiated.
7. Checks are cut and generally ready for pick-up within 24-48 hours depending on the circumstances.
8. Checks are made payable to the applicant and the person or company the money will be issued to.
9. Please note that there is a $30 stop-payment fee for any check that is lost or stolen after you have received it. Your replacement check will be reduced $30 to cover this expense.

Please be advised that receipt of Emergency Funds can be interpreted as taxable income. If you are granted money through Emergency Funds, you may receive a 1099 form at the end of the year indicating that the amount of your award is being counted as part of your income. If this occurs, you will be responsible for reporting that income to the IRS.
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Category One Emergency Request Form

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Instructions: Please complete the following form listing all applicable information. If additional space is needed, use the back of this form.

Please circle the description that best explains what your request is for.

1. Lack of food for self or child
2. Excessive utility expenses that will result in gas/electric shut-off and cannot be resolved through identified community resources
3. Overdue Rental Payments that will result in eviction and cannot be resolved through identified community resources
4. Car Repair that will result in the student’s inability to get to and from work and/or school
5. Unforeseen Child Care Expenses
6. Parking/Motor Vehicle Tickets that will result in excessive court appearances and/or jail time and that cannot be resolved through identified community resources.
7. Other basic family needs not listed. Please explain circumstances below.

Please Describe in your own words what circumstances led you to need this kind of help.

Please explain what efforts you have made to resolve this issue already.

Please list the documentation you will be or have already provided to the Life Coach. If it is not yet provided, please list the date in which you intend to submit the information.

How much money are you requesting? Please, explain reason for this amount.

When do you need this money by?

How will this crisis affect your ability to meet your academic, personal and professional goals?

I understand and agree to the policies stated on this form. To the best of my knowledge, the information provided today is true. I understand that if awarded money through Emergency Funds it may be considered taxable income and, if so, I will be responsible for reporting this income to the IRS.

Student Signature _____________________________ Date __________________
Contact Information _____________________________________________________________

For Office Use Only

Date Request Received ______________
Date Determination Made ______________
Date All Documentation Received ____________
Date Student Informed ________________

Approved  Denied

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