

Q & A's for Employee Emergency Fund

- 1. Are there tax implications for receiving the funds?**
 - a. The employee will not pay taxes on the funds received
- 2. Who is eligible to receive funds?**
 - a. All Ball State Employees who have had a temporary financial hardship caused by a specific event such as but not limited to a Fire, natural disaster or other factors resulting in the loss of housing
- 3. How do I request funds?**
 - a. You can visit [SERVICE NOW LINK](#) or call 765-285-1834 to fill out an application to see if you qualify to receive the funding
- 4. How will the emergency fund be administered?**
 - a. A committee will review your request and you will be notified.
- 5. How do I receive the funds?**
 - a. You will pick up the funds at the Alumni Center. You must bring a form of identification with you.
- 6. How quickly can I receive the funds?**
 - a. Our goal is to get you the funds within 4-5 business days
- 7. How can I donate to the Emergency fund?**
 - a. [Give Now](#)
When you arrive at the website, click on the drop-down menu and select Employee Emergency Aid to make your donation.
- 8. Is there a maximum amount I can receive?**
 - a. The maximum amount provided will be \$500/per employee
- 9. Are there other community resources I can look into for assistance?**
 - a. For help in Indiana [click here](#) or call 211 or (866) 211-9966
 - b. Employee Assistance Program (EAP) services
 - c. Your Local Township Trustees office.
- 10. If my partner and I are both Ball State employees, can we each submit a request for funds?**
 - a. Only one grant will be issued per household
- 11. Is there a period of time when I must submit a request?**
 - a. You must submit your request within 15 days of the event.
- 12. Can I submit multiple requests?**
 - a. You may only submit one request per incident.