

1 **1010 EMERGENCY RELIEF FUND**

2 *Adopted July 2003*

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4 **.1 Purpose**

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6 The Emergency Relief Fund is established to assist eligible CSEA members and staff
7 whose primary place of residence is uninhabitable as a result of a catastrophic event (e.g.,
8 fire, earthquake, flood) that may or may not be a federal, state, or regionally declared disas-
9 ter as required in Policy 1011. It is the intent of the Association that these emergency funds
10 will be used for temporary housing, etc.

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12 **.2 Eligibility**

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14 .01 Emergency Relief Fund assistance shall be restricted to CSEA members in good
15 standing and staff at the time the catastrophic event occurred.

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17 .02 The applicant's primary place of residence must be deemed uninhabitable and par-
18 tially or temporarily condemned by an official agency (e.g., City Fire, Police or
19 Building Department).

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21 **.3 Application and Administration**

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23 "Emergency Relief" requests shall be submitted to the appropriate Field Office or the
24 Executive Director or his/her designee within thirty (30) days of the catastrophic event. In
25 lieu of an official application form from the affected eligible person, "Emergency Relief"
26 may be requested via telephone or other communication to the Field Office or Association
27 Headquarters as appropriate, either from the affected eligible person, or from the Chapter
28 President, Regional Representative, or staff employee on behalf of said eligible person.
29 The Field Director (or Executive Director or his/her designee, as appropriate) shall provide
30 such verification as to the validity of said claim as may be necessary, and shall cause the
31 necessary information to be transferred to the approved request form.

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33 The Field Director shall confer with the Chapter President and/or Regional Representative
34 regarding each request received and shall determine the amount of assistance to be pro-
35 vided to each eligible applicant. Such determination shall be based on the eligible person's
36 specific needs as stated in the request and the availability of funds. However, in no event
37 shall any applicant receive more than \$1,000.

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39 **.4 Funding**

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41 Emergency Relief will be funded from the "Dorothy Bjork Disaster Relief Fund" as estab-
42 lished in Policy 1011.