



The Rod Hibbard Memorial Fund for Staff Emergencies Guidelines

- Applicants must demonstrate a financial need where other financial resources are non-existent.
 - Documentation of the need must accompany the application
 - Request will not be considered without the accompanying documentation
 - Attached document must demonstrate a financial need
- The gift will be considered to address a financial crisis situation.
- There must be a 6 (six) month time frame between requests of the same type from the same individual (i.e.-request for rent in January, cannot request for rent until July). This applies for **all** types of requests.
- Requests will be considered for all employees who are in good standing (i.e. the employee is not on probation or administrative leave) and who have been employed for at least 1 year.
- **Working with a Supervisor to submit the application is no longer required**, but applicant can ask for their support if desired. The requestor's supervisor will verify that the employee qualifies for the Request if/when the Panel is moving to approve the request.
- Payment for the request will be issued to the business/organization to which the money is owed, not to the individual making the request.
- Requests will only be considered for the needs of an employee.
- The panel consists of 6 staff members and 1 alternate member. Decisions are made only with a quorum.
- The panel will review and respond to requests within 72 hours.

Reminders:

- The RHF will **not** reimburse for bills already paid.
- The RHF will only pay via check to a vendor, and send the check to the vendor directly if possible to expedite payment. (It will **not** make checks payable to applicant).



The table below details the types of requests that will be considered for approval, types of documentation required, and the types of requests that cannot be considered for approval: The Panel will not make a determination without proper documentation of the financial need. Anything submitted will be subject to verification.

TYPES OF REQUESTS THAT MAY BE APPROVED	TYPES OF REQUESTS THAT WILL NOT BE APPROVED	DOCUMENTATION REQUIRED
Unexpected medical expenses <i>Procedure must have already been completed.</i>	Health insurance premiums	<ul style="list-style-type: none"> Denial of coverage by insurance provider OR waiver certifying the employee has waived their access to KC health benefits.
Unexpected vehicle repairs not related to normal "wear and tear"	<ul style="list-style-type: none"> Car insurance Repairs related to normal "wear and tear" e.g. replacing tires, brakes, oil changes, etc. 	<ul style="list-style-type: none"> Car registration Bill/Invoice/Estimate asking to be covered
Housing related costs such as: <ul style="list-style-type: none"> past due rent/mortgage utilities at risk for shut-off critical equipment failure (e.g. heater, hot water heater) 	<ul style="list-style-type: none"> Home repairs that can be submitted to insurance Real estate taxes Homeowner/renter's insurance 	<ul style="list-style-type: none"> RENT: lease; current balance due; any action pending (such as eviction) documented MORTGAGE: proof of ownership; statement of past due payments; any action pending (such as foreclosure notice) UTILITIES: past due bill documentation; any action pending (such as shut-off notice)
Other requests will be reviewed on a case-by-case basis	<ul style="list-style-type: none"> Food Gas Travel Expenses Credit card bills Phone/Internet bills Funeral expenses Taxes- federal/state/local Legal counsel Daycare costs Tuition 	<ul style="list-style-type: none"> Panel will ask for relevant invoices, estimates, etc. based on the nature of the request.