

*Stony Brook*

*recognizes that*

*faculty and staff*

*may experience hardships*

*that require*

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*financial assistance.*

The Hardship Fund  
Stony Brook University  
140 Old Chemistry Building  
Stony Brook, NY 11794-3711  
[www.stonybrook.edu/hardshipfund](http://www.stonybrook.edu/hardshipfund)

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UNIVERSITY

**The Hardship Fund....**  
Financial Assistance  
for Faculty and Staff

# The Hardship Fund

*The Program  
to Turn to  
in Difficult  
Times*

## OVERVIEW

Stony Brook recognizes that faculty and staff may experience hardships that require emergency financial assistance. The Hardship Fund is a program available to assist eligible faculty and staff who are experiencing a personal financial emergency and who have exhausted all other avenues for obtaining assistance. The fund, which is allocated to employees who demonstrate the most need, is not a loan. It is designed to address an event or catastrophe that is non-recurring, sudden, unexpected, and critical, such as:

- family crisis
- acute illness
- natural disaster
- fire

## ELIGIBILITY

- All State and Research Foundation employees.
- Employees who have worked at Stony Brook University for at least six months.
- Employees who work a minimum of 20 hours per week and have benefits, including teaching assistants, graduate assistants, and temporary employees.
- Employees who are on approved leave.
- The event must have occurred during one's employment at Stony Brook University.
- Employees must have a genuine emergency hardship.

## THE HARDSHIP FUND COMMITTEE

The Committee is composed of Interfaith Center staff who serve on a rotating basis. A staff member of the Employee Assistance Program (EAP) meets weekly with the Hardship Fund Committee. EAP presents an employee application to the committee for review. EAP has no voting privileges.

## APPLICATION PROCESS

1. Obtain forms from the locations below:
  - EAP Office
  - Interfaith Center
  - Union Representatives
  - EAP Advisory Committee Members
  - Human Resources
  - Online via [www.stonybrook.edu/hardshipfund](http://www.stonybrook.edu/hardshipfund)
2. Schedule an EAP appointment.
3. Complete the Hardship Fund application and return it to the EAP Office. An employee may request an application in advance of an appointment to expedite the process. You will be required to verify hardship. It is helpful to provide documentation, such as pertinent bills or letters, and attach it to your application. All information will be held in confidence.
4. Meet with an EAP staff member to review the Hardship Fund application. EAP staff may offer other financial or community resources.

## REVIEW PROCESS

1. With the employee's written permission, an EAP staff member presents the Hardship Fund application and supporting documentation to the Hardship Fund Committee.
2. The Hardship Fund Committee carefully reviews the application and decides whether or not the application is approved. The committee may request additional documentation or information prior to rendering a decision.
3. EAP will notify the employee of the Hardship Fund Committee's decision within 24 hours of the committee meeting.

## DISBURSEMENT OF FUNDS

- If approved, a check will be made payable to the creditor or to the employee for assistance with personal items such as food, clothing, transportation, etc.
- Arrangements will be made for the employee to receive funds as soon as possible.

## WHAT SHOULD I DO IF I DON'T QUALIFY?

EAP staff members can offer guidance and work with employees in helping them exercise other options and access resources the employee may not know about. Contact an EAP staff member for more details.

## HOW CAN I CONTRIBUTE?

The Hardship Fund is entirely dependent on contributions from members of the campus community at Stony Brook. Contributions\* are both welcome and needed and can be made in the following ways:

- **By check or drop off a cash donation:**  
*The Stony Brook Foundation, Hardship Fund*  
(Account Number 296240)  
Stony Brook Foundation Business Office  
230 Administration Building, Zip=1188
- **By payroll deduction:** please fill out the appropriate form according to your choice of payment method and send to the above address.
- **Online:** via our secure online credit card page at [www.stonybrook.edu/hardshipfund](http://www.stonybrook.edu/hardshipfund).

*\*Contributions may be tax deductible.*

## FOR MORE INFORMATION:

Employee Assistance Program  
Stony Brook University  
140 Old Chemistry Building  
Stony Brook, New York 11794-3711  
Phone: (631) 632-6085  
Fax: (631) 632-9575  
[www.stonybrook.edu/eap](http://www.stonybrook.edu/eap)