



# Virginia State Employee *Emergency* Fund

VIRGINIA STATE EMPLOYEES HELPING FELLOW EMPLOYEES IN NEED

## How It Works

The Virginia State Employee Emergency Fund (VSEEF) has been created for Virginia State employees who are in need as a result of a recent unforeseen emergency. The VSEEF is a recognized charity of the Commonwealth of Virginia Campaign (CVC).

The VSEEF supports active employees who have had a sudden emergency situation (i.e. fire to one's home, death of a loved one, or medical bills from an unexpected illness or injury not covered by insurance). Funds are made through short-term grants payable to companies, not individuals.

To view more information about the VSEEF, visit [www.cvc.vipnet.org/veaf/vseefFAQs.htm](http://www.cvc.vipnet.org/veaf/vseefFAQs.htm)

State employees who qualify for this fund should download the online application, obtain the appropriate signatures and documentation, and submit their application through fax or mail.

Once applications are received, a committee of state employees reviews the request in a confidential manner. All applicants are notified within seven business days of the status of their application.

## How to Support

The Virginia State Employee Emergency Fund is made possible solely by donations designated during the CVC campaign. In order to pledge your support to this fund, employees can fill out a paper CVC pledge card or donate online to the **CVC code # 3040**. During the CVC campaign, online donations can be made through **EmployeeDirect** by clicking on: <https://edirect.virginia.gov/EDL/Start>

## How to Apply



Visit [www.cvc.vipnet.org](http://www.cvc.vipnet.org) to download the application or to view more information about the VSEEF — click on the **EMERGENCY FUND** link. Completed applications should be faxed to 804-371-7401 or mailed to VSEEF c/o CVC, 101 North 14th Street, Richmond, VA 23219.

*The VSEEF is a program within the Virginia Employee Assistance Fund and registered as an IRS 501 (c) 3 and sponsored by the Commonwealth of Virginia Campaign*

## VSEEF Frequently Asked Questions

**Who can apply to the Virginia State Employee Emergency Fund (VSEEF)?** Active Virginia State Employees can apply for assistance (including full-time and part-time employees but not contractors) who do not have an existing assistance fund in their agency. (VCU Health System, W&M, DOC all have internal assistance funds).

**Do monies have to be repaid?** Funds do not need to be repaid. It is a grant and not a loan.

**Will my application be kept confidential?** The VSEEF keeps information confidential. Those reviewing the applications for approval will not be given employee's name.

**What types of requests does that VSEEF cover?** Typically employees request funds due to serious emergencies (i.e. fire to home or property and unforeseen costs due to death or illness of a loved one).

**What types of the requests does the VSEEF not cover?**

- *Requests based on medical costs that are covered by insurance*
- *Requests based on refundable deposits*
- *Requests based on the rising cost of gas for vehicle or home heating use will not be reviewed.*
- *Requests that are not connected to an unforeseen emergency situation.*

**How long does the process typically take?** Completed applications are processed within 7 business days from the day they are received.

**Does my supervisor/manager have to sign off on my application?**

The VSEEF would prefer immediate supervisors or managers to sign-off on the employee's application. If the employee or the supervisor does not feel comfortable in doing so, a Human Resource representative signature will suffice.

**What are the sizes of grants made?**

Grants can typically be made up to \$500.00

