

**Upstate Employee and Student  
Emergency Fund is a means for  
the Upstate community to assist  
fellow Upstate members who are  
experiencing hardships that require  
emergency financial assistance.**

#### **FOR MORE INFORMATION**

For more information about the fund, eligibility, and process:

**Email**

[emergencyfund@upstate.edu](mailto:emergencyfund@upstate.edu)

**Visit**

[www.upstate.edu/emergencyfund](http://www.upstate.edu/emergencyfund)

**Contact**

- Employee Assistance Program Coordinator,  
Sarah-Lee Ritchie (464-5760)
- Student Affairs designee, Jennifer Welch (464-4816)
- Renae Rokicki, Office of the President (464-4513)

**UPSTATE**  
MEDICAL UNIVERSITY

#### **Upstate Employee and Student Emergency Fund**

Employee Assistance Program  
703 Jacobsen Hall  
Syracuse, NY 13210  
Phone: 315-464-5760 • Fax: 315-464-5773  
Email: [emergencyfund@upstate.edu](mailto:emergencyfund@upstate.edu)  
[www.upstate.edu/emergencyfund](http://www.upstate.edu/emergencyfund)

**UPSTATE EMPLOYEE  
AND STUDENT  
EMERGENCY FUND**

**A Resource for the  
Upstate Community to  
Turn to in Difficult Times**

**UPSTATE**  
MEDICAL UNIVERSITY

## ABOUT THE FUND

The Upstate Employee and Student Emergency Fund is a program to help eligible staff, faculty and students in times of acute need. The fund is designed for members of the Upstate family who are experiencing a personal financial emergency and who have made reasonable efforts to address the hardship. The fund provides support of up to \$599 per award. The award is not granted in cash and is not a loan to repay. It is for events that are sudden, critical and non-recurring, such as:

- Family crisis
- Acute illness
- Natural disaster
- Fire

## ELIGIBILITY

Applicants must have a genuine emergency hardship during a time of employment or education at Upstate Medical University. Applicants are eligible to receive one grant per calendar year.

### Employee eligibility:

- Must be employed for at least six months.
- NY State, Research Foundation for SUNY, MedBest, Upstate Health Providers (UHP), and PBANYS.
- Must work a minimum of 16 hours per week or 32 hours per pay period.
- Employees who are on an approved leave.

### Student eligibility:

- Must be enrolled for at least six months.
- Matriculated students who are attending at least part-time.

## HOW TO APPLY

1. Obtain an application from the locations below:
  - Online via [www.upstate.edu/emergencyfund](http://www.upstate.edu/emergencyfund)

### Downtown Campus locations:

- Employee Assistance Program (EAP) Office (703 Jacobsen Hall)
- Payroll Office (First floor Jacobsen Hall)
- Student Affairs (1223 Weiskotten Hall)

- Human Resources (2nd Floor Jacobsen Hall)
- President's Office (1162 Weiskotten Hall)
- Spiritual Care Center (1317 University Hospital)
- Campus Activities Building (Room 201)
- Geneva Towers

### Community Campus locations:

- Human Resource Office (Room 1136)
  - Employee Assistance Program (EAP) Office
  - Nursing Recruitment Office
  - Spiritual Care Center
2. Complete the Upstate Employee and Student Emergency Fund application. You will be required to verify hardship, such as pertinent bills or letters, in your application.
  3. Submit the application to the Employee Assistance Program Coordinator, Sarah-Lee Richie, Room 703 Jacobsen Hall or the Student Affairs designee, Jennifer Welch Room 1223 Weiskotten Hall for review.

## REVIEW PROCESS

1. With the applicant's written permission, EAP / Student Affairs presents the Emergency Fund application to the Upstate Employee and Student Emergency Fund Committee. Please note: Every effort will be made to ensure confidentiality. Prior to review, the EAP / Student Affairs representative will remove any identifying information from the application and supporting hardship documentation.
2. The committee reviews and decides whether to approve the application. Awards are made based on greatest need. The committee may request additional information prior to rendering a decision. The decision is final.
3. EAP / Student Affairs will notify the applicant of the Committee's decision within 24 hours of the meeting.

## ABOUT THE REVIEW COMMITTEE

Applications are reviewed in confidence by the Upstate Employee and Student Emergency Fund Committee, a multi-disciplinary group who serve on a rotating basis. A designee from the Employee Assistance Program (EAP) or Student Affairs meets as needed with the Committee to present the application for review. EAP and Student Affairs have no voting privileges.



## DISBURSEMENT OF FUNDS

- If approved, the Foundation for Upstate Medical University will make payment directly to the third-party vendor or creditor, such as a utility company or medical provider. Only under rare circumstances will gift cards/certificates be supplied directly to an individual for items such as food and clothing.
- Arrangements will be made for awarded funds to be processed as soon as possible.
- Only individuals involved in the financial processing of the check request will be aware of the recipient's name.

## WHAT IF I DON'T QUALIFY?

EAP and/or Student Affairs can offer guidance and work with applicants to help them access other resources.

## CONTRIBUTIONS ARE WELCOME

The Upstate Employee and Student Emergency Fund is dependent on contributions from members of the Upstate Medical University family. Contributions welcome and needed.

Contributions are tax deductible and can be made in the following ways:

- Through the annual Upstate Community Giving Campaign
- By check payable to:  
Upstate Employee and Student Emergency Fund  
(Account Number 47677)  
Foundation for Upstate Medical University  
750 East Adams Street, CAB 326  
Syracuse, NY 13210
- 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.upstate.edu/emergencyfund](http://www.upstate.edu/emergencyfund)