

# Auxiliary Emergency Fund (AEF)

## Frequently Asked Questions

### **What is the AEF and how did it get started? How is it funded?**

The Auxiliary Emergency Fund (AEF), established in 1969, was made possible by a generous legacy gift from Helen Colby Small of Burlington, WI. Funding for AEF grants comes from generous contributions from units and members, and can be awarded to members who have exhausted all other personal and community resources due to financial hardship, natural disaster or the need for competitive job skill education.

### **Can you explain the requirement based on years?**

In short, if your dues have been paid for the last two consecutive years, as well as the current year (three years total), you are eligible to apply!

### **How do I know I have the current application?**

To ensure you have the right application, please download the application from [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

### **What information should I never include on my application?**

Do NOT include information like your Social Security Number due to liability reasons.

### **What paperwork is required to be submitted?**

Please see the next page.

### **What if I live in a different state than my membership?**

Contact Kelly Cochran, AEF Case Manager, at (317) 569-4563 for assistance.

### **Why do I need my unit's recommendation?**

The unit is asked to provide a recommendation letter and sign off on the application since they know you, the applicant, best. Also, this is a requirement of the AEF rules, per the Unit Handbook.

### **What if I, the applicant, am related to my unit's president and secretary?**

If you are related to both the unit president and unit secretary, we ask that the highest-ranking officer, not related, sign the application. Please be sure to indicate this, as it is the **only** instance in which this is allowed.

### **Why do I need to send my application to my department first?**

Once the application is signed by the unit, it is forwarded to the department before arriving at National Headquarters so that the Department Secretary can verify your continuous years and current membership. Also, your current dues may not yet have been processed in the National Membership system.

### **How quickly will my application be processed?**

Under normal circumstances, review and data verification *alone* take one month, unless expedited at the unit and department levels. Delays due to an incomplete application or missing signatures extend this timeline. Each of the steps must be done in a timely manner to complete the process, so please plan accordingly.

### **Could I have been a donor in the past and still apply for the AEF?**

Yes. There is no rule that says you cannot receive funds, once you have contributed to the AEF.

# Before you begin completing the Auxiliary Emergency Fund Application

## Are you eligible?

- My dues have been paid for the last two consecutive years, as well as the current year (three yrs. total).

## Decide for which type of assistance you are applying.

- Temporary assistance during a time of financial crisis, when no other source of aid is readily available to pay for shelter, food and utilities. (Complete pages 1-3 of the application)
- Temporary assistance for food and shelter related to weather-related emergencies and natural disasters. (Complete pages 1-4 of the application)
- Temporary assistance for educational training due to the lack of skills necessary for employment or in order to upgrade competitive workforce skills. (Complete pages 1, 2, 3 and 5 of the application)

## Documentation to collect before beginning:

A) Monthly earnings figures for yourself, your spouse (if applicable) and anyone else in the household (if applicable), including:

- Veteran's Pension/Compensation
- Child Support and TANF
- Social Security
- SSI
- SSD
- Medicare/Medicaid
- Food Stamps
- WIC
- FEMA
- Unemployment Compensation
- Workmen's Compensation
- Alimony
- County/State Assistance
- Stock Dividends
- Donations from private charities, including your post/unit/department
- Any other income/donations

B) Dollar amounts for current bills, including:

- Mortgage/Rent
- Electricity Bill
- Fuel
- Water/Sewage
- Food
- Telephone
- Child Care
- Medication
- Toiletries
- Insurance
  - Homeowners
  - Life
  - Auto
  - Health
  - Other

C) Copies of the following will need to be provided upon submission:

- Current Electric bill
- Current Natural Gas bill
- Current Water bill
- Current Sewage bill
- Current Phone bill
- Eviction notices
- Disconnection notices
- And any other expenses or documentation to be considered (such as receipts for supplies and repair estimates from a natural disaster)

D) If applying for **disaster assistance**, please complete page 4 and include *copies* of:

- Photographs of the damage
- Repair estimates
- Statements from FEMA or local Law Enforcement
- Receipts for supplies, if purchased
- Documents regarding the insurance policy on the property

E) If applying for **education assistance**<sup>1</sup> please complete page 5 and:

- List
  - Name and address of institution
  - The course title(s)
  - The cost of the course(s)
  - The beginning and end dates
- Include *copies* of course schedule(s), if already enrolled

<sup>1</sup> This type of assistance will be awarded directly to the educational institution, not the member.

You are now ready to begin. After you have completed the application, submit it with the necessary documents to your unit for consideration.