



PURPOSE

The Employee Assistance Fund was established to help employees and their immediate families with emergency situations beyond their control which has caused a financial hardship. An emergency is defined as an unforeseen circumstance that calls for immediate action and an urgent need for assistance or relief.

GUIDELINES

Resources are available to all Indiana State Fair employees in crisis situations, like:

- Death
- Fire
- Natural Disaster
- Crisis Counseling
- Illness
- Personal Injury
- Emergency Travel
- Other Financial Hardships

CRITERIA

Supporting documentation may be required and must be submitted with the application.

Examples of documentation include: eviction/foreclosure notices, past due utilities, police/fire report, invoice of funeral expenses, statements from health care providers or explanations of benefits from insurance indicating applicant's out-of-pocket medical expenses. The documentation must substantiate the amount of financial assistance being requested.

Employees must have been employed with the Indiana State Fairgrounds & Event Center for a minimum of 60 days as of the date of the emergency relief application.

The **maximum request is \$1,000**. An employee can only make **one request per year**; in a 365-day period. The total amount of money that can be received by an employee from this Fund while working for the Indiana State Fair Commission is \$2,500.

FINANCIAL ASSISTANCE REVIEW

Requests are reviewed by the Employee Assistance Program Committee. Employees will be notified if their grant is approved.

COMPLETING THE APPLICATION

Complete the entire application, providing as much detail regarding your circumstance as possible, and submit supporting documentation with your application. Based on the submission, additional information may be required by the Committee to review your application. Not everyone who submits will receive funds.