**Emergency Eligibility to PSAC555 Hardship Fund – due to Political Unrest - Policy**

* The emergency eligibility is to cover expenses due to an emergency or catastrophic situation that has caused temporary, sudden, or non-recurring financial situation (e.g., political turmoil, natural disaster, family crisis including deaths, family detainment and loss of familial financial supports)

**Hardship Fund Information**

The PSAC Local 555 membership at their General Membership Meetings allocate an amount of money in their yearly budget for Hardship. The Hardship Fund per annum is on the yearly cycle of May 1 to Apr 30. The maximum grant is $500 per member per annum (year cycle May 1 to Apr 30).

The Hardship Fund is limited and, unfortunately, not all applications can be approved. You may receive an award that is less than the amount you requested. This is based on a number of factors, including need, available funds, and the number of applicants.

Please note that, at the discretion of the Adjudication Committee, application review and funding may be expedited for cases demonstrating immediate financial need.

**Deadlines**

There are three application cycles and deadlines each year:

| **Documentation for expenses incurred in this time frame:** | **Application deadline** |
| --- | --- |
| **Summer** | May 1 – August 31 | September 30 |
| **Fall** | September 1 – December 31 | January 31 |
| **Winter** | January 1 – April 30  | May 31 |

The PSAC Local 555 Adjudication Committee will evaluate applications and notify applicants of the decision within 30 days of the applicable application deadline.

**How to Apply**

* Complete the Hardship Fund Application Form and submit it to PSAC Local 555 by the posted deadline.
* Applicants must provide proof of expenses incurred (i.e. receipts) and a brief explanation of the expenses, as necessary.
* Applicants must disclose household income and information about any other subsidies or bursaries received during the applicable semester.
* PSAC Local 555 reserves the right to request verification for all claims made on the application.
* Applications must include all requested information. Incomplete applications will not be considered.
* Please submit your completed application to Office@PSAC555.ca.

**Application Review Process**

Applications must be filled out in full, with supporting documentation (receipts), to receive consideration. The PSAC Local 555 Adjudication Committee will review all applications and notify applicants within 30 days of the application deadline via email. The application review process assures your confidentiality:

* Each applicant is assigned an ID number before the application is sent to the Adjudication Committee.
* Applications are then reviewed and assessed by the Committee.
* Applications are kept on file for the purposes of characterizing members' needs for future rounds of negotiations.

Recipients and award amounts are kept anonymous. If your application has been denied and you would like to know why, please contact Office@PSAC555.ca.