

FEEA LOAN PROGRAM

APPLICATION INSTRUCTIONS



FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

FEEA

www.feea.org

#FEDSHELPINGFEDS

Instructions to Apply for an Emergency Loan From FEEA: The Federal Employee Education & Assistance Fund

Tragedy and hardship can strike any family. And when they do, high, unplanned, out-of-pocket expenses can lead a family down a destabilizing and difficult financial path, forcing them to seek high interest loans, default on their debts, or even file for personal bankruptcy. FEEA offers eligible federal employees confidential, no-interest, no-fee loans to help them bridge their financial gaps in times of emergency. FEEA has provided over 11,000 loans to federal employees, totaling nearly \$8,000,000 since 1986.

Program Purpose: To help prevent a debt spiral for federal employees, when a specific emergency event creates an acute financial problem that can be solved with a short-term loan.

Loan Ceiling: \$1,200 is the upper loan limit, and the exact amount of the loan provided will be decided by FEEA.

Individuals Eligible for Loans: Full-time or part-time, permanent federal civilian or postal employees, employed with the federal government for more than one year. Temporary, seasonal, or contract employees are not eligible for FEEA loans. In order to serve those most in need across the entire federal civilian workforce, FEEA only in the rarest of circumstances will grant a second loan to an individual who has previously received one. Individuals who are in the process of, or have filed for, bankruptcy in the last 60 months are not eligible for FEEA loans.

Eligible Hardships: In order to be eligible for a loan, the federal employee must have suffered one of the following hardships within the three months preceding the loan application:

- Severe illness, injury, or emergency dental work of employee¹
- Severe illness or injury of employee's immediate family member
- Death of employee's immediate family member
- Major loss/damage to primary residence due to disaster such as fire, flood, or hurricane
- Victim of domestic violence with immediate need for safe housing

Immediate family members, for purposes of this program, include the federal employee's parent, sibling, child, or legal dependent or legal spouse.

¹ In cases where the financial hardship is related to the federal employee being on leave without pay, the leave must have been approved (no AWOL) and the employee must have returned to work before applying for the loan.

While we recognize there are other hardships that may befall federal employees, FEEA unfortunately does not have the capacity to assist with emergencies other than those listed. Financial difficulties that pre-date a tragedy or are ongoing in nature are also beyond the scope of this program.

Eligible Loan Expenses: Approved loans will be disbursed by check made out to the creditor and sent to the employee for delivery to the creditor. Please note FEEA will not pay student loans, credit card bills, or make checks out to employees directly.

- Rent or mortgage payments
- Home utilities (gas, electric, phone)
- Funeral expenses

If an applicant has other expenses, (e.g. emergency travel to attend a funeral/assist a sick family member) they must use their own funds to cover those expenses and FEEA will use its loan funds to cover the expense categories above, up to the loan amount.

Please note our ability to give loans is subject to the availability of funding. FEEA relies on both the prompt repayment of loans and donations by concerned individuals and institutions to support its work.

Loan Repayment: Loans must be repaid within ten months of receipt via equal payments per pay period. The formula for loan repayments is:

Total Loan Amount ÷ 10 = Monthly Loan Repayment.

For example, a \$1,200 loan would be repaid over 20 consecutive pay periods (for those on a bi-weekly pay schedule) at a rate of \$60 per pay period.

Loans are repaid through payroll allotment from the federal employee's payroll administrator to FirstNet/United Bank. FirstNet/United then remits the loan repayments to FEEA each month. Employees must open a personal savings account with FirstNet/United and initiate a payroll allocation for the required loan repayment amount to this FirstNet/United account. Once an employee initiates the payroll deduction, it will continue each pay period without further action on the employee's part. This is accomplished when they set up their allotment in the payroll servicer, i.e., MYPAY, POSTLEASE, EMPLOYEE EXPRESS or NFC. The allotment must remain open until FEEA notifies the employee their loan has been repaid in full. If your loan is approved, you will also need to complete the required FirstNet/United payment transfer/allotment authorization forms (provided electronically after loan approval) before receipt of loan payments.

If a loan recipient departs federal employment they must immediately pay the full balance of their loan directly to FEEA by check or credit card. Please contact FEEA for more

information.

FEEA reserves the right to seek repayment for defaulted loans using all legal means available.

Loan Application: Applications must be completed online. Please read all instructions and gather all required documentation before starting your online loan application. You must complete all sections of the application in full and attach all required supplemental documentation before clicking the “submit” button. Our system does not accept incomplete applications. FEEA does its best to review complete loan applications and process those approved as quickly as possible, generally within 10 business days. Applicants are encouraged to complete their applications as early possible.

Please collect electronic copies of the following supplemental materials before completing and submitting your application to FEEA (all documents must be attached in PDF format only):

- Most recent SF-50 (Standard Form 50-Notification of Personnel Action). Check with your agency’s human resource office if you don’t have a copy.
- Most recent employee and spouse (if married) leave and earning statement(s).
- Evidence of Hardship: (e.g. death certificate, FMLA papers, detailed doctor’s note, or leave & earnings statement showing approved leave without pay, police or insurance report, etc.).
- Copy of bill(s) for which you are requesting assistance (e.g. mortgage or utility bill).
- Signed copy of FEEA’s credit release authorization form.

Loan Adjudication: Complete applications are evaluated based on FEEA’s available resources, the applicant’s emergency situation, the degree of financial need, and the applicant’s ability to repay a loan. The applicant’s credit history will be reviewed via TransUnion as part of the loan review process. Applicants who do not show sufficient ability to repay a loan will NOT be approved. FEEA may request additional documentation as part of the review process, including information on all outstanding debt.

DETAILED APPLICATION INSTRUCTIONS

Section 1 – Personal, Employment, and Emergency Information

Please complete the Personal and Employment Information sections of the form. Items marked with a red * on the form are required.

Next, complete the Emergency Situation information as follows:

What is the reason for your loan request?	Choose from the drop-down list of emergency situations. Your emergency must fit one of these descriptions in order to be eligible and must have occurred within the last 3 months.
What expenses are you seeking payment for?	Please check the box(es) next to the type(s) of expenses you are asking us to help with. The listed expense categories are the only ones FEEA can assist with.
Please describe the circumstances leading you to seek a loan from FEEA.	Please be specific in describing your emergency situation – tell us: <ul style="list-style-type: none">• what happened• when it happened• why it caused you to fall behind financially

Then, click “next” to continue your application or “save” if you need to finish later.

Section 2 – Personal Finances

Please complete all items in this section truthfully and accurately. For any income or expense item that doesn’t apply to you, please enter a “0” in order to continue. Leaving any item blank will result in an error message and you will not be able to complete your application.

When finished, click “next” to continue your application or “save” if you need to finish later.

Section 3 – Creditor Information, Attachments, and Verification Statements

Payee Information: Please enter all information for up to two creditors you are asking FEEA to pay on your behalf. All loan checks are made out directly to the creditor and the maximum total amount is \$1,200. Allowable creditors include landlord, mortgage company, and utility companies. FEEA does NOT make payments to credit card companies, auto loans, or to loan applicants directly.

Required Attachments: Please attach all required documentation, in PDF format only.

Required documents include:

Most recent SF-50 (Notification of Personnel Action)	The issue date on your SF-50 (or PS-50 for Postal employees) MUST be within the last year.
Most Recent Leave and Earnings Statements	Submit a copy of your last leave and earnings statement. If your most recent statement shows LWOP, please also submit a copy of the most recent statement that does not have LWOP/shows your full pay.
Most Recent Spouse's Leave and Earnings Statements	If you are married and your spouse works, you must submit their last leave and earnings statement (or pay stub)
Evidence of Emergency (FMLA paperwork, death certificate, insurance/police reports, etc.)	You must submit evidence of the emergency situation that caused you to fall behind on your bill(s).
Copy of bill(s) you are seeking assistance for	This should be the most recent version of the bill(s), showing your full outstanding balance(s)
Copy of state-issued driver or non-driver ID	Make a copy of your driver's license or state-issued non-driver ID
Credit Check Waiver	Please print, sign, and scan a copy of the credit check waiver included at the end of these instructions. FEEA checks your credit as part of the loan approval process.

Terms, Signatures and Verification: For each item, please check the box and type your full name. Your electronic signature will appear in the area below your typed name. Verification of all statements is required in order to be considered for a loan.

Once you have completed all items, complete the security Captcha and then click "send" at the bottom of the page to submit your application. You will receive an automated email when your application is received. If we require additional information to process your application, we will be in touch via email. Loan processing can take up to 10 business days.

If you are approved for a loan, we will send you a link to additional paperwork that must be completed before a check is issued.

If you are not approved for a loan, we will send you an email with the reason for your denial. All decisions are final.



FEEA

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

Credit Release Authorization

To assist the Federal Employee Education and Assistance Fund (FEEA) in its ability to review my emergency loan application, I hereby authorize FEEA to pull my Transunion credit report and FICO score one time within three months of the date of this authorization.

I understand that all inquiries by FEEA into my credit constitute "hard inquiries" and may adversely affect my credit or my credit rating.

I understand that I will not receive copies of any credit report and/or credit score pulled on my behalf by FEEA. Notwithstanding the foregoing, I understand that I have the right to dispute information with the credit bureau (Transunion), to request reinvestigation, and to have corrected reports reissued to previous recipients of the credit report at issue.

I further understand that I may withdraw FEEA's authorization to pull a credit report or credit scores, before they are pulled, at any time without penalty. I understand that credit information is sensitive and that there may be inherent risks to accessing such data. I understand that all of my personal information will be held confidential by FEEA and used only as authorized by me.

Print Name

Signature

Social Security Number

Date of Authorization

Complete Home Address