

# FEEA LAYOFF LOAN PROGRAM

## APPLICATION INSTRUCTIONS



FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

# FEEA

[www.feea.org](http://www.feea.org)

#FEDSHELPINGFEDS

## FEEA: The Federal Employee Education & Assistance Fund Layoff Loan Program

**Program Purpose:** To provide short-term assistance for federal employees who have recently lost their jobs due to mass government layoffs.

**Loan Ceiling:** \$2,000 is the upper loan limit, and the exact amount of the loan provided will be decided by FEEA based on the information contained in the application.

**Individuals Eligible for Loans:** Full-time or part-time, permanent federal civilian or postal employees, who experienced job loss during the mass government layoffs. Temporary, seasonal, or contract employees who were laid off are not eligible for FEEA loans. Individuals who are in the process of, have filed for, or have received an extension for bankruptcy in the last 5 years, in most cases, are not eligible for FEEA loans (including if the bankruptcy has been dismissed or discharged).

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

- Rent or mortgage payments
- Medical or dental bills (portion not covered by insurance)
- Home utilities (gas, electric, water)

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

**Loan Repayment:** Loan repayment will be via one of three methods: credit card, check/money order, or payroll allotment (once employed, if available). A grace period of 3 months may be allowed before repayment must begin and initial repayment may be as low as \$10/month for up to an additional three months. Following the initial 6-month period, the monthly repayment amount will increase to roughly the remaining amount of your loan divided by 18.

Example: \$2,000 loan = no repayment due for 3 months, then \$10/mo for three months (\$30), then \$110/mo for 17 months (\$1,870), then final payment of \$100.

If you are approved for a loan, these repayment terms will be included in an agreement you must sign before your check(s) can be issued. **FEEA relies on the repayment of loans in order to continue being able to provide assistance to other federal employees.**

FEEA will be fundraising with a goal to be able to forgive a portion of all layoff loans issued, however, we cannot guarantee forgiveness will be available, nor the ability to forgive a specific amount or percentage of each loan. If forgiveness becomes available, you will be notified of the amount forgiven and updated repayment details will be provided.

**Loan Application:** Applications must be completed online. We do not accept applications or original supporting documentation through email, fax, or mail. Please read all instructions and gather all required documentation before starting your online loan application. 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; however, a high volume of applications can slow processing significantly.

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

- Most recent SF-50 (Standard Form 50-Notification of Personnel Action).
- Most recent employee and spouse (if married) leave and earning statement(s).
- Layoff/Furlough notice.
- Copy of bill(s) for which you are requesting assistance (e.g. mortgage, utility, or medical bill), based on the list of eligible loan expenses.
- Signed copy of FEEA’s credit release authorization form, found on the last page of the application instructions.

**Loan Adjudication:** Complete applications are evaluated based on FEEA’s available

resources, the degree of financial need, and the applicant’s creditworthiness. The applicant’s credit history may be reviewed via TransUnion as part of the loan review process. Applicants who show a history of serious credit issues, such as defaults, charge-offs, and accounts sent to collections may 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. Please complete the Employment section based on your recently terminated federal employment. Items marked with a red \* on the form are required.

#### Please Note:

- For the Household Members Detail, please give us the names and ages of all people who live in your home, and their relationship to you. ex. Carol, 35, self; Mike, 37, spouse; Marsha, 11, daughter; [please do this for each member of your household, including all adults and children]

Next, complete the Emergency Situation information as follows:

<p>What expenses are you seeking payment for?</p>	<p>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.</p>
<p>Are there any additional circumstances impacting your ability to pay for basic needs right now?</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>• Did you or a family member have an unexpected medical emergency before being laid off?</li> <li>• Was your spouse also laid off from a government job?</li> </ul>

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.

If you are married and your spouse works, you MUST include your spouse's income information and documentation with 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 a creditor and the maximum total amount for all creditors combined is \$2,000. Allowable creditors include landlord/rental company, mortgage company, utility companies, and medical/dental facilities. FEEA does NOT make payments to credit card companies, auto loans, or to loan applicants themselves.

Required Attachments: Please attach all required documentation, in PDF, JPEG, or PNG formats only. We recommend using a personal computer or smartphone/tablet (application is mobile-friendly) to complete the application. All required documents MUST be included in order for FEEA to process your application. Please DO NOT attach the same document multiple times or attach items other than those requested. FEEA cannot process your application without ALL required documents and it will slow down the process if we have to email you to request missing items. Required documents include:

Most recent SF-50 (Notification of Personnel Action)	Please submit your SF-50 (or PS-50 for Postal employees) with an issue date within the last year. If you don't have one with a recent issue date, please submit the most recent one you do have.
Most Recent Leave and Earnings Statements	Submit a copy of your most recent leave and earnings statement.
Most Recent Spouse's Leave and Earnings Statements	If you are married and your spouse works (or was also recently laid off), you MUST

	submit their most recent leave and earnings statement (or pay stub)
Evidence of layoff/furlough	Copy of your layoff/furlough notice. Please note, the notice must contain your name or another identifying detail, such as your email address.
Copy of bill(s) you are seeking assistance for, based on the listed eligible loan expenses	This must be the most recent version of the bill(s), showing your full outstanding balance(s), and including your name and address, the name of the company that is billing you, your account number, and the date your payment is due. If you are sending a screenshot from your smartphone, please be sure it shows all required information.
Copy of state-issued driver or non-driver ID	Make a copy of/take a photo of your driver's license or state-issued non-driver ID
Credit Check Waiver	Please print, sign, and scan (or take a clear photo of) a copy of the credit check waiver included at the end of these instructions. Must be a physical signature or verified e-signature; we do not accept typed signatures on credit waivers. 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. Depending on the number of

applications received, **loan processing can take two weeks or more for a complete application and may take longer if required items are missing.**

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.



# FEEEA

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND

## Credit Release Authorization

To assist the Federal Employee Education and Assistance Fund (FEEEA) in its ability to review my emergency loan application, I hereby authorize FEEEA 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 FEEEA 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 FEEEA. 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 FEEEA'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 FEEEA and used only as authorized by me.

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Print Name

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Signature

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Social Security Number

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Date of Authorization

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Complete Home Address