

**MENTAL HEALTH ASSOCIATION OF SOUTHEASTERN
PENNSYLVANIA
CARMEN MEEK MEMORIAL FUND
FUND GUIDELINES**

In memory of Carmen Meek, who dedicated her life to creating, nurturing and maintaining
programs for the mental health community,
the Mental Health Association of Southeastern Pennsylvania has established the

Carmen Meek Memorial Fund

The fund was founded to assist MHASP employees who are in serious financial need. The fund is designed to provide “qualified” employees with financial assistance through interest-free loans. The “Fund” Committee will review each application and supporting documentation to determine the validity of each request and approve/disapprove the request. All applications are presented to the committee anonymously through the Human Resources Department.

TERMS AND CONDITIONS “QUALIFIED EMPLOYEES”

A “qualified” employee must meet the following requirements;

- Full-time employee, part -time employee or On Call employee working at least 20 hours per week
- An employee for MHASP for at least 6 months before the request is filed (excludes volunteers, interns and temporary employees)

APPLICATION

Applications may be requested from the Human Resources Department. The requesting employee must submit their application to the Human Resources Department requesting funds. The application must be filled out entirely to be considered for funds (ref. Copy of Application for specific information requested). The information requested on the application consists of the following: employee name, date of request, amount of funds requested, explanation of financial need, description of other means extinguished to acquire funds needed, date funds are needed, number of times funds were applied for in the past. The application will then be submitted to the “Fund” Committee for determination. The “Fund” Committee will not know the identity of the requestor to ensure impartiality. Each request will be determined on a case by case basis.

DOCUMENTATION

The requesting employee must submit “third party” documentation with their application to support the amount and timing of requested funds. “Third party” documentation consists of written documentation prepared by someone other than the requesting employee who substantiates the amount of and the timing of the funds needed. The “Fund” Committee reserves the right to determine whether or not the documentation provided is adequate to substantiate requested funds or request additional documentation.

APPROVAL/DISAPPROVAL

All requests will be decided on a case by case basis determined by the importance of the financial need and supported by the documentation submitted. The “Fund” committee reserves the right to approve funds in an amount less than those requested. (See **LIMITATIONS**)

TIMING

Once the application and **all supporting documentation** is received from the requesting employee, the “Fund” Committee will discuss the validity of the request and either approve or disapprove the request. All requests will be given the utmost priority in reaching a speedy decision (not to exceed 1 month after the application and **all supporting documentation** is received by the “Fund” committee).

PAYMENT OF FUNDS

Once a request has been approved, a staff person from the Human Resources Department will contact the requesting employee to notify them of the approval or disapproval. If approved, the employee will be asked to complete a “Repayment Agreement for Borrowed Funds” form before any funds are released. Once this form is completed and signed by the employee a check will be processed for the amount approved made payable to the third party outlined in the supporting documentation. The check may be mailed directly to the third party or, if requested prior, picked up in the Fiscal Office by the requesting employee.

REPAYMENT AGREEMENT

The Repayment Agreement reflects the terms of the loan of funds borrowed. The requesting employee must sign this agreement before any funds are released. Loan funds will be repaid to MHASP through payroll deductions for a term to be specified in each individual agreement but not to exceed 1 year (12 months) unless special permission is granted by the Carmen Meeks Committee to allow up to 2 years (24 months). In the event that the employee terminates their employment with MHA before the balance of the loan has been withheld from their paycheck, the employee agrees to have the balance of the loan withheld from their final paycheck. If the final paycheck does not cover the balance of the loan the employee agrees to repay all final balances immediately. In addition to payroll deductions, the requesting employee may repay, at any time, additional monies towards their loan balance to reduce the amount owed. All additional repayments should be in the form of a check or money order payable to Mental Health Association of Southeastern PA and delivered to the 10th Floor Fiscal Office.

FUND LIMITATIONS

In the best interest of the fund, any authorization for fund release is limited to ½ of the fund principal as of a particular date to be reviewed on an annual basis. In addition, no employee will be authorized for funds if they have any outstanding balance due from a previous withdraw from the fund. Employees may request funds more than once annually however authorization is limited to one outstanding loan per employee at a time.

STIPULATIONS

Certain stipulations may be made in order for an individual to receive funds. For example, release of funds may be contingent upon an employee’s agreement to attend financial counseling to be selected by MHASP.

CARMEN MEEK MEMORIAL FUND COMMITTEE

The Carmen Meek Memorial Fund Committee consists of six (6) MHASP employees from various positions/sites in the organization. At least three (3) must be available to make a decision on funding; however, every attempt should be made to consult as many members as possible. Each member will serve 1-3 year terms on a fiscal basis. At the beginning of each fiscal year, two (2) members will be replaced by new members.

New members will be selected by the existing committee members. During the course of their term, committee members are ineligible to request monies from this fund.

Questions regarding this fund can be directed to Linda Tenuto, Human Resources Department x3882.