

**CHECKLIST FOR PROCESSING
PSEA EDUCATION FOUNDATION
WELFARE ASSISTANCE GRANT APPLICATIONS**



APPLICANT

- Complete, sign and date the application (3 pages).
- Attach a statement explaining why you are requesting assistance and any other supporting information as necessary.
- Send the completed application and statement to PSEA Retirement & Welfare Committee (address is located on page 3 of the application).
- Ensure your application arrives at least 10 days in advance of a regularly scheduled PSEA Retirement & Welfare Committee meeting (meeting dates are located on page 3 of the application).

PSEA RETIREMENT & WELFARE COMMITTEE STAFF CONSULTANT

- Review the application for completeness.
- Check that applicant is a member of PSEA whose dues payments are up to date.
- Send application to a Retirement & Welfare committee member to interview applicant and make local contacts.

RETIREMENT & WELFARE COMMITTEE MEMBER

- Contact the applicant to review the request for assistance, the nature of the hardship, and verify other information on the application.
- Consult the region and local presidents and UniServ representative.
- Return application and information obtained from the interview of the applicant and local contacts to PSEA Retirement & Welfare Committee Staff Consultant.

RETIREMENT & WELFARE COMMITTEE

- Review the application along with other relevant information.
- Make a nonbinding recommendation to the PSEA Education Foundation.

PSEA EDUCATION FOUNDATION

- Review and make the final decision on the welfare assistance grant application and award amount.
- Notify the applicant of the decision by letter.