

## **Jewish Emergency Assistance Fund (JEAF) and JEAF Committee Charter**

Adopted Oct. 1989

Revised 11/9/11

(1) **PURPOSE:** The Jewish Emergency Assistance Fund (JEAF) is a Beit Am restricted fund, originally established by a generous contribution in memory of Irene Ronai. The Fund is available for financial assistance in cases of true need. This includes emergencies such as food, shelter, utilities, prescriptions, and bus or gas money to get to a job interview or job.

JEAF funds are intended to serve as temporary assistance to individuals or families during crises or emergency situations when other resources are not immediately available. Awards should only be for instances when no other local or state resources are available. For instance, JEAF funds might not be awarded to a family with young children if other sources of local emergency assistance were available for families with children under 18. However, JEAF funds might be awarded under these circumstances to families with older or no children.

JEAF financial assistance is primarily available on a one-time basis. A request for a second award may be considered under extreme circumstances. Total cumulative assistance for all awards shall not exceed \$500 per individual or family. JEAF assistance is considered an outright grant; no repayment is expected.

Confidentiality of applicants requesting JEAF assistance shall be strictly maintained.

(2) **ELIGIBILITY:** Any Jewish individual or a family in which at least one of the spouses or partners is Jewish may apply for JEAF funds. The individual or family must either reside in or be visiting or traveling through the mid-Willamette Valley. Applicants are not required to be Beit Am members.

(3) **PROCEDURES:** The JEAF fund shall be administered by a standing Committee of three Beit Am members (see #5 below). Requests for JEAF funds shall be routed to the JEAF Committee Chair, who will forward the request – minus any unnecessary confidential information – to other Committee members for consideration of funding. All effort shall be made to come to funding decisions within 24 hours of the receipt of a request.

The Committee shall have sole responsibility for approving or denying a request and, if approved, for making sure that the money is disbursed to the proper recipient. Approval of funding and the amount approved (up to \$500 total cumulative assistance) shall be determined based on the purpose of the JEAF fund (see #1 above), the level of need, and the availability of funds. First time requests require the approval of two of the three Committee members. Second requests require unanimous approval of all three Committee members.

If sufficient Committee members are not available to come to a timely decision, the Beit Am President or his or her designee(s) can temporarily serve as acting Committee member(s).

JEAF awards shall normally be in the form of a check. Where possible, checks shall be made out to the final recipient, rather than the applicant. For example, a request for utility or

prescription assistance would result in a check made out to the utility or pharmacy, rather than the applicant. Under special circumstances, cash awards may be made based on the Committee's discretion.

(4) RECORDS AND REPORTING: The Committee shall obtain a receipt from the recipient of the award (e.g., the utility, pharmacy, or applicant). The Committee will also issue a separate receipt to the Beit Am Treasurer noting the award amount and the general category of need. However, confidential information shall not be included on the receipt to the Treasurer.

The Committee shall keep a complete set of books and records, including names and other relevant information (names are necessary to help identify requests for second awards). Committee records shall be kept in complete confidence. The Committee shall review the books and records periodically to ensure an adequate record of all transactions and details.

The Committee shall provide the Beit Am Board with a semi-annual report that includes the following information for each application:

- Type of applicant (individual or family)
- Whether applicant resides in, is visiting, or is traveling through the mid-Willamette Valley (specify one of the three)
- Whether request is for a first or second award
- Purpose of the funding request
- If request was denied, reason for denial
- If request was approved, amount of award
- If a second award, total cumulative amount awarded

The semi-annual report should be as specific as possible without revealing any confidential information.

The Treasurer shall provide the Committee with the monthly JEAF balance so that the Committee can keep current on the fund balance and take this information into account during decisions (see #3 above).

(5) COMMITTEE MEMBERSHIP: The JEAF Committee shall be composed of a Committee Chair, who shall be appointed by the Beit Am Board; and two additional Committee members who shall be appointed by the JEAF Chair and approved of by the President of the Board. If possible one Committee member shall be a professional social worker who can provide information on local resources and criteria.

(6) FINANCES: Funds to JEAF are mainly provided by direct donations to the JEAF restricted fund. In cases when the Fund is running low, the Board may elect to request donations from the Beit Am community, or may transfer funds to the JEAF restricted fund from the General Fund or other sources. However, the Board is under no obligation to make funds available to JEAF.

All three JEAF Committee members plus the Beit Am Treasurer shall have authority to individually sign checks from the JEAF account.