



## DIRECT CARE WORKER NEEDS FUND APPLICATION

### Employee Unexpected Hardship

As a contracted Vendor with The Senior Alliance, Area Agency on Aging 1-C, \_\_\_\_\_ seeks assistance for our employee to help resolve an unexpected hardship that is a barrier for the employee to fulfill their responsibility to provide **care to The Senior Alliance, AAA 1-C clients.**

- Tire or Tire Repair                       New Car Battery                       Minor Car Repair  
 Unexpected Child Care Cost (licensed facility)       \$50 Gasoline Card  
 Other \_\_\_\_\_

We have determined the need is of the employee's alone and we will not be accepting funds on behalf of anyone else other than the employee. **Generally, this excludes live-in caregivers.**

We understand that employee unexpected hardship assistance will be provided by The Senior Alliance, Area Agency on Aging 1-C to the employee only once during a twelve-month period. Repeat applicants will be approved at TSA's discretion.

Employee Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ (Maximum amount is not to exceed \$500.00)

Is the employee assisting a TSA Client? Yes \_\_\_ No \_\_\_                      TSA Client's Name: \_\_\_\_\_

Is the employee a live-in caregiver? Yes \_\_\_ No \_\_\_

Summary of the Situation (Why are you needing this assistance? Please attach quote to application.):

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\_\_\_\_\_  
**Employer/Vendor Agency Name**

\_\_\_\_\_  
**Employer Authorized Signature**

\_\_\_\_\_  
**Date**

### TSA RESPONSE

Amount Approved \_\_\_\_\_

Denied

\_\_\_\_\_  
**The Senior Alliance, AAA1-C Representative**

\_\_\_\_\_  
**Date**

1. Vendors submit completed application and quote via email to **DCWNEEDSFUND@thesenioralliance.org.**
2. TSA will return application designated with Approval or Denial.
3. If approved, Vendor will purchase item/service and verify employee received item/service.
4. To receive payment, Vendor will submit **receipt** for item purchased and **invoice for payment** via email to **DCWNEEDSFUND@thesenioralliance.org.**

*All requests are subject to funding availability.*