



**UWM EMERGENCY
GRANT**

DEAN OF STUDENTS OFFICE

UWM EMERGENCY GRANT

- Provides up to \$1,000 per undergraduate student during the duration of the grant cycle (fall 2017 through summer 2019) for expenses related to an unforeseen emergencies.
- UWM will award \$330,000 in emergency funding for the 2017-2018 academic year.
- UWM will award \$345,000 in emergency funding for the 2018-2019 academic year.

ELIGIBILITY

- Student must complete FAFSA.
- Student must have expected family contribution of \$7,000 or less.
- Student must provide documentation for emergency expenses.
- Student must be enrolled during the semester they apply.
- Emergency funding cannot cover tuition, fees, books, or other university expenses.

HOW TO APPLY

- Student can apply:
 - via a web-based portal: uwm.dreamkeepers.org
 - by visiting the Dean of Students Office.
- Students can log in multiple times to update their application.
 - Start the application when meeting with a staff member.
 - Upload documents to the application later in the day.
 - Once they hit submit, they can turn in more documents to dos@uwm.edu
- Documentation includes
 - Utility bills
 - Car repair estimate/bill
 - Lease
 - Medical bills
 - Other relevant documents

APPLICATION PROCESSING

- DOS staff will contact student to schedule a time to meet.
- Student is assigned a DOS staff member to meet & review their case.
 - Go over circumstances and finances
 - Offer additional resources
 - Sign required paperwork (W-9 for tax purposes).
- When application is complete, DOS Staff member will update the web-based portal.

REVIEW PROCESS

- Applications reviewed within 48 hours of completion (including meeting with DOS staff):
 - Applications completed by noon will be reviewed the same day.
 - Applications completed after noon will be reviewed the following day.
- Applications reviewed based on the grant criteria.
 - No passing judgement on students' decisions.
 - Determine if expenses (or events triggering financial emergency) are unforeseen.
 - Evaluating amount of funds to issue when students do not have a clear idea about how much they need.

REVIEW TEAM

- **Dean of Students Office**
 - Most applications can be reviewed by **DOS** only.
 - Complicated cases are reviewed by a team including:
- **Financial Aid**
- **Academic Advisors**
 - Ashlie Schaffner
 - Nikki Claas
 - Jennifer Daood

HOW ARE STUDENTS GIVEN FUNDS

- Once an application is approved, checks are processed.
- Checks are cut in 2 business days.
- Students will be issued two-party checks.
- Student may be issued gift cards for food, toiletries, etc.
- Students must submit receipt or invoice for items purchased.

FOLLOW UP WITH STUDENT

- Students may also be asked or encouraged to engage in ongoing support activities.
 - Financial literacy from well-trained financial professionals (UWCU)
 - Meet with advisor, instructors, etc.
 - Follow up meeting with DOS Staff member
 - Use the food pantry
 - Connect to services via 211
 - Apply for public assistance (food share, health insurance, etc.)
 - Explore additional financial assistance
 - Tutoring via PASS
 - Laptop Rental with Bookstore
 - Initial consultation with University Counseling
 - Meet with the Career Planning and Resource Center to help find employment.
 - Meet with Neighborhood Housing/University Housing to explore housing options
 - And so on...

HOW YOU CAN HELP

- Reach out to students who seem to be financially struggling.
- Refer students to uwm.edu/deanofstudents/assistance/uwm-emergency-grant/
- Refer students to uwm.dreamkeepers.org to apply for a grant.
- Refer students to the Dean of Students Office to begin case management.
- DOS staff may reach out to you and ask you to be a resource to a student. Please give this student extra attention.

WHEN YOU REFER STUDENTS

- Be caring and compassionate but do NOT give them the impression that they will be given a grant.

If you think they may meet the criteria:

Tell the student, “The Dean of Students Office is a great resource for students who experience extreme or unusual circumstances while they are enrolled at UWM. They have funding to issue emergency grants. I think you should submit an application. A staff member will meet with you to see if you are eligible for the grant.”

If you know they don’t meet the criteria (grad student, no FAFSA, not enrolled):

Do not fill out the online application. Refer them directly to the Dean of Students Office (walk them over, copy the student on an email to dos@uwm.edu). Tell the student, “The Dean of Students Office is a great resource for students who experience extreme or unusual circumstances while they are enrolled at UWM. They may be able to identify resources to assist you.”

GRANT EXAMPLES

- Hurricane Harvey, lost wages
- Divorce, spouse hid debt, car was repossessed
- Job loss, utilities shut off, car repossessed

Dean of Students Office

Mellencamp 118

dos@uwm.edu

414-229-4632

uwm.edu/deanofstudents

****Click on Emergency Grant****

UWM Emergency Grant Application

uwm.dreamkeepers.org