

**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 financial emergency
- 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
- 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 volunteer reviewer to meet & review their case
 - Go over circumstances and finances
 - Offer additional resources
- When application is complete, DOS staff will update the web-based portal

REVIEW PROCESS

- Applications reviewed within 48 hours of completion (including meeting with reviewer):
 - 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
 - Evaluate amount of funds to issue when students do not have a clear idea about how much they need

REVIEW TEAM

- **Clear applications:** Reviewer will determine outcome
- **Unclear applications:** team of 3 people will review application
 - DOS staff member
 - Financial Aid Leadership Team Member
 - Member of Academic Advising Review Team
- **Examples of clear applications:**
 - Denials: not current student, graduate student, ineligible expenses
 - Approvals: meet all criteria and had unforeseen event (e.g., fire in house, kicked out of house, medical emergency, lost job, etc.)
- **Examples of unclear applications:**
 - EFC is too high
 - Expenses seemingly not unforeseen (ongoing challenges)
 - Uncertainty with how much to award (e.g., for toiletries, food, etc.)

HOW ARE STUDENTS GIVEN FUNDS

- Once an application is approved, Accounts Payable will be notified
 - Accounts Payable receives information electronically by the close of business day.
 - The next morning they process checks
 - The 2nd day, Dean of Students staff picks up checks and issues them to students
- Students will be issued two-party checks (if vendor does not accept two-party checks, we can work with Accounts Payable to issue a vendor a check)
- Student may be issued gift cards for food, toiletries, etc.

FOLLOW UP WITH STUDENT

- Students may also be asked or encouraged to engage in ongoing support activities.
 - Meet with advisor, instructors, etc.
 - Follow up meeting with DOS Staff member
 - Use the Food Center & Pantry in Union
 - Connect to services via 211
 - Apply for public assistance (food share, health insurance, etc.)
 - Financial literacy course
 - 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.dreamkeepers.org to apply for a grant
- Refer students to DOS 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.”

5 EMERGENCY GRANTS IN SPRING:

- **Student 1:** Dad lost one of two jobs. Student was not eating much during the year. Recently got a job but no reliable transportation. DOS worked with Transportation Services to get her a summer bus pass and offered funds for food and toiletries. **Her GPA is 3.45**
- **Student 2:** Senior who transferred to UWM from MATC and was renting an apt. but roommate left. He lost his job and he was selected for FA verification. He came to DOS to withdraw but we stopped him and talked to him about giving him money for rent. Upon receipt of the grant, he said he found another roommate and applied to 2 jobs. **He earned a 2.0**
- **Student 3:** Student was nearly homeless, was running out of food, and had a baby. Gave the student UCM food pantry referral form, 211 number, and information for WIC. Issued her emergency funds for food, toiletries, and fuel to travel to school. **Earned a 2.45.**
- **Student 4:** Student was working part-time, commuting, and experienced fairly significant health issues. Her family has no resources to assist her. Insurance only good in another county. Car was totaled in a hit and run accident. We were able to help her with transportation. **Earned a 3.6.**
- **Student 5:** Student came to us late April facing eviction. Behind a few months rent. Had anxiety and depression. Family had no money and he was paying mom money—she has health issues. Had full time job for summer but was worried about where to live. By time we found out about him, it was likely too late to pass classes for spring semester. He is connected University Counseling. Continuing to monitor and help him. **D's, F's and I's for spring.**

Dean of Students Office

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uwm.edu/deanofstudents

UWM Emergency Grant Application

uwm.dreamkeepers.org