



PROCEDURE FOR REQUESTING SAFE ASSISTANCE

In order to process requests for assistance from **Spring Assistance For Educators (SAFE)**, **\$1 payment must post to your first paycheck to be eligible before processing.** You will also need to fill out the attached form **completely** and attach all copies of the bills you wish to be paid. If necessary, attach any additional information. Submit the SAFE loan application to the Staff Benefits Office. **If the SAFE Loan application is not completely filled out, this can delay the processing of your application.**
The minimum SAFE Loan processing time is 10 business days. No Expedites.

Please note the following (it is the responsibility of the member to follow the guidelines):

1. The SAFE program was established to assist **full-time and half- time** employees in the event of a financial hardship. Examples of items approved for financial hardships are: **mortgage and rent payments, electricity, gas, water bills, vehicle repairs and car note payments.** All bills must be in the employee’s name. The program is used to assist with events that are deemed a necessity by the SAFE loan Committee.
2. In order to be eligible you must be an active employee, actively working and currently receiving a Full Spring ISD paycheck (summer work hours does not qualify).
3. Your needs will be presented to the SAFE Committee without identifying you to them. It will take approximately ten working days to receive a response from the time your request is submitted.
4. **Checks will not be made out to you personally. Checks will only be written to your creditors and you must attach a current copy of your bill or lease. All handwritten bills or lease letters, will need to be notarized. The SAFE Loan Program does not offer cashier checks or money orders; only Spring ISD SAFE checks will be issued.**
*** Please note: no future payments will be made. Only amounts past due on bill can be requested.**
5. Your total loan balance may not exceed \$2,000, including any previous loans being re-paid.
6. **You may apply ONCE every 3 months. If you are denied you will have to wait the 3 month waiting period before reapplying.**
7. If you terminate or resign employment prior to repaying the loan, the balance of the loan **will be deducted** from your final paycheck and you will be responsible for any remaining balance.
8. **If this loan is granted, payment will begin on the first paycheck after the loan is approved and the minimum payment per paycheck will be as follows:**

TOTAL AMOUNT OF ALL LOANS	MINIMUM DEDUCTION PER PAYCHECK
\$2,000	\$250
\$1,500 - \$1,999	\$125
\$1,000 - \$1,499	\$75
\$500 - \$999	\$50
\$0 - \$499	\$25

Total amount to be deducted per pay check: \$ _____ (cannot be lower than minimum deduction)

Name: _____
 _____ (Please print)

SISD ID No.: _____

Phone: _____ Cell Phone: _____

Campus: _____

Department: Child Nutrition Operations
 Transportation Maintenance Other: _____

E. Outstanding Debts (Must be filled out completely) [The minimum SAFE Loan processing time is 10 business days.](#)

DEBT	COMPANY	TOTAL OWED	MONTHLY PAYMENT	AMOUNT PAST DUE
Mortgage/Rent				
Credit Cards				
Car Note(s)				
Loans				
Utilities Electricity Gas Water Telephone Cell Phone Cable				
Medical				
Other				

Total Owed \$
 Total Monthly Payments \$
 Total Amount Past Due \$

 Total Monthly Income \$
 Total Monthly Expenses \$
 Total Amount Owed \$
 Total Monthly Payments Overdue \$

