

The Chaplain's Emergency fund was created to help Faculty, Staff, and Students in times of financial hardship. This includes individuals who work on the Wake Forest University Reynolda Campus, Graylyn, Wake Downtown or are employed by an outside contracted group.

An extension of the fund has been established to support Faculty and Staff who need immediate, temporary financial support due to COVID-19.

The Wake Forest University Faculty/Staff COVID-19 Emergency Fund provides assistance for expenses directly related to the COVID-19 disaster. These payments or reimbursements are provided on a tax-free basis to affected individuals as "qualified disaster payments" under Internal Revenue Code 139. Qualified expenses include increased medical, dependent care, and housing expenses for Faculty and Staff only. Students are not eligible to receive assistance under this extension of the Chaplain's Emergency Fund; COVID-19-related student grants are available through [Financial Aid](#).

Eligibility:

- Full-time university-employed faculty and full-time university-employed staff with a base salary below \$100,000.

Qualified Expenses:

- Medical expenses not covered by insurance and not otherwise reimbursed (e.g., deductibles, copays, medications)
- Dependent care (e.g., increased child care or tutoring costs due to closed schools; increased care costs for family members of the household)
- Temporary housing/hotel needs

Maximum Award:

- Total assistance from this COVID-19 emergency fund is limited to \$500 per eligible employee (multiple requests may be submitted but total reimbursement may not exceed \$500)

Application Process:

- Confirm that you meet the eligibility requirements.
- Fill out the Wake Forest University Faculty/Staff COVID-19 Emergency Fund form online.
- Applications for assistance will be reviewed by the Chaplain's Emergency Fund Committee.
- Decisions will be communicated within 72 hours of application.

Note that applications may be fully funded, partially funded, or not funded. Applications will be confidential with information provided for processing and reporting purposes only. The Wake

Forest University Faculty/Staff COVID-19 Emergency Fund will remain in place through the emergency declaration.