



Berwyn Heights Emergency Assistance Fund

Description of the Fund

The Berwyn Heights Emergency Assistance Fund was created by the Town of Berwyn Heights to assist residents who require interim assistance after an emergency incident (such as a flood, fire, or long-term power outage) until funds from other sources are available. The Town has designated a reserve fund be established to ensure that residents can meet their basic needs (food, shelter, clothing, etc.). The fund is intended to be a stopgap measure until emergency assistance (such as the Red Cross) or other assistance (such as insurance) can take over.

Eligible residents may receive up to \$1,000 per incident. The fund is administered through the Berwyn Heights Police Department and the Town Manager.

Eligibility

The Emergency Assistance Fund is available to all Berwyn Heights residents – one application per household. Applicants must not be delinquent on Town property taxes, may not have a lien on their property from the Town and must otherwise be in good standing with the Town.

Residents must affirm that their property and possessions are appropriately insured and that they are seeking assistance from all assistance organizations for which they are eligible. The Town can provide a list of emergency assistance organizations upon request.

Funds are available on a first-come, first-served basis until funding is exhausted.

How Can Funds Be Used

Any funds distributed are intended to be used to meet basic needs (food, shelter, clothing, etc.). Some examples of appropriate uses are:

- Emergency housing (not to exceed three days)
- Transportation costs beyond normal commuting costs (such as hospital or doctor visits)
- Food (for instances where food spoilage may occur)
- Securing your property until repairs can be made
- Assistance with medical bills that are not covered by insurance
- Replacement of durable medical equipment
- Clothing purchases if necessary
- Other purchases as determined by the resident's circumstances

Residents will need to keep receipts and may be required to provide these receipts to the Town as necessary to ensure appropriate usage of funds.

Application Process

Interested residents can apply online or in-person at the Town Administration Building, 5700 Berwyn Road, Berwyn Heights, MD 20740. Residents will be asked to supply certain documents that show eligibility and need. Town staff are available to assist you.

Once the application is submitted, the applicant will be contacted to arrange for a member of the Berwyn Heights Police Department or Code Department to conduct a property assessment and assist the applicant in securing the property if necessary.

Applications are approved by designated Town staff. Once approved, residents may arrange with Town staff to pick-up a pre-paid VISA cash card for immediate use.

The applicant may appeal the denial of an application to the Town Council within five business days.

Eligibility

To be eligible, recipients of these funds must:

- Be residents of the Town of Berwyn Heights;
- Affirm that they are seeking assistance from other agencies, such as the Red Cross; and
- Provide a statement explaining the need or assistance requested.

Supporting documentation for this application may be found on page 2.

Award

The maximum award is \$1,000 per household.

Available funds are limited by the budget of the Town of Berwyn Heights, and will be distributed on a first-come, first-served basis while funding lasts.

Request Specifications

Requests must include all information below. Submit the completed request to the Town Administrative Offices, 5700 Berwyn Road, Berwyn Heights, MD 20740.

Applicant Information:

Name:

Address:

Email Address:

Telephone number:

How Many People Live with You:

Statement of Need:

Please provide a description of how you intend to use the funds:

BERWYN HEIGHTS EMERGENCY ASSISTANCE FUND APPLICATION

How Much Funding Are You Requesting? \$ _____.00 (Maximum funding is \$1,000.00)

Supporting Documentation:

Proof of Residency	<div><input type="checkbox"/> Driver’s License</div> <div><input type="checkbox"/> Mortgage/Rent Statement</div> <div><input type="checkbox"/> Utility Bill</div> <div><input type="checkbox"/> Postmarked Mail with Recipient’s Name and Address</div> <div><input type="checkbox"/> Statement from Landlord (if lease is not available)</div> <div><input type="checkbox"/> Attestation of Homeowner (if no other documentation is available)</div>
--------------------	---

Affidavit:

I have completed this application for the Town of Berwyn Heights’ Emergency Assistance Fund and confirm that the information contained herein is true and correct to the best of my /our knowledge. I affirm I am seeking relief from other agencies, as appropriate. I understand that I am required to keep receipts and may be asked to justify expenses by the Town. If circumstances change that affect the information contained in this application or attachments, I will immediately notify the Town of Berwyn Heights.

Applicant Signature: _____

Applicant Name (Printed): _____

Date: _____