

FORT LEE CIVILIAN WELFARE FUND (CWF) LOAN CHECKLIST

1. Application Complete with ALL required documents, date _____
2. Immediate need is for housing due to: _____
3. Loan amount requested: \$_____ (Maximum \$1,500)
4. Event that occurred: _____ Date: _____
5. Did you submit a loan application through EEAP? (\$1,500 Federal Employee Loan)
6. This is a supplemental loan – submitted list of other financial institutions requesting funds. Denied or approved? If denied, why? _____
7. Does this applicant have a TSP/retirement account? _____
8. Have you ever had a CWF loan provided to you? _____
9. Counsel applicant:
 - a. This is a government loan in which repayment will not exceed one year.
 - b. You understand payments for the loan will be made through automatic payroll deduction. Monthly payments set up: Loan amount divided by 11 months/22 pay periods.
 - c. You agree to pay off the balance of the loan if you leave federal service or know that wages will be taken from your wages/leave balance.
 - d. You understand you can only receive a CWF loan every two years.
 - e. Also see govguider.com/comprehensive-guide-to-financial-assistance-for-federal-employees-grants-loans-and-eligibility-explained/
 - f. Are you retired military? If yes, you can obtain an AER loan.
 - g. The Religious Support Office can possibly assist you with immediate food vouchers of \$50 per dependent (\$300 limit)
 - h. Given circumstance - Have you reached out to the American Red Cross?
Status of your insurance company?

DO YOU RECOMMEND APPROVAL BASED ON INFORMATION SUBMITTED: _____

Date loan submitted: _____

Reviewed by: _____

Approved / Denied by: _____

Reason for Denial: _____

