



### **Application guidelines**

Funds will be disbursed by means of an application process. An application must be completed and filed by the ASC employee or completed by the employee's manager and signed by the employee. Each application must include sufficient documentation to support the request for assistance.

Applications will be denied for lack of sufficient documentation. Applications will be reconsidered if submitted with additional supporting documentation.

No more than one application per situation, condition, or event.

Applications that indicate exhaustion of other sources of assistance will be given more consideration.

Employees may not reapply within 12 months of an approved application, except for one-time assistance for basic life needs which will be limited to once in a lifetime.

### **Eligibility for financial assistance**

Must be an employee of Auxiliary Services Corporation or a retiree who has made a contribution to the family fund in the 12-months preceding their retirement

Need is directly attributed to or caused by an emergency, which shall be defined as a serious situation or occurrence that happens unexpectedly and demands immediate action.

Need may also be determined by undue financial hardship, which shall be defined as circumstances peculiar to the employee's situation, not deliberately caused by the employee, which are of such magnitude or severity that it is unlikely that the employee has sufficient financial resources to deal with the situation, condition, or event.

Assistance for routine insurance deductible and insurance cost sharing will be excluded, unless such deductibles cause documentable undue financial hardship.

Disbursements will not be made for:

- bonding someone for a criminal arrest
- medical expenses due to injury sustained during the commission of a crime
- cosmetic medical expenses except for reconstruction due to illness or injury
- lawsuits, garnishment, or judgments against an employee
- child support or alimony payments

The Fund may make the payment to the employee or to an institution on behalf of the employee at the fund's discretion.