

Employee Contribution Fund Financial Assistance Application Instructions

Overview:

The UPMC Horizon Community Health Foundation and the UPMC Jameson Healthcare Foundation manage the Employee Contribution Fund, which provides financial assistance to eligible staff members who demonstrate an extraordinary or serious financial difficulty.

The Employee Contribution Fund was initially established at Greenville hospital but has now been expanded to cover the entire UPMC Horizon and Jameson regional hospital system. It is funded by UPMC employees for the benefit of UPMC employees during times of significant financial need.

Employees of UPMC Horizon or UPMC Jameson can apply for financial assistance from the Fund by following the below instructions. Applications are considered by a committee made up of UPMC Horizon and UPMC Jameson employees. UPMC employees are encouraged to support the Fund through direct deposits made via payroll deduction.

Who Qualifies for Assistance:

All a) current UPMC Horizon and UPMC Jameson employees, b) former UPMC Horizon and UPMC Jameson employees, and c) UPMC employees who live in Mercer and Lawrence Counties may apply for assistance from the Fund.

A staff member may be eligible for a grant for situations which represent an extraordinary or serious financial difficulty to the employee, such as:

- Financial support is necessary to prevent the loss of or restoration of core utilities (water, gas, or electric) at the staff member's primary residence;
- Repairs to a staff member's primary residence for damage resulting from a disaster or fire and which is not covered by insurance or which is needed for immediate assistance; or
- Financial support for fuel or food for a staff member who is suffering from a serious medical condition or is caring for an immediate relative suffering from a serious ailment.

This list is not exhaustive. Other situations will be considered by the UPMC Horizon and UPMC Jameson Employee Contribution Fund Committee on a case-by-case basis. All applications for a grant require documentation of the financial hardship or reason for the submission of the application. Applicants are strongly encouraged to seek assistance through UPMC's Hardship Fund before applying for assistance from the Employee Contribution Fund.

The Committee may consider such factors as the amount of funds available, the circumstances of the applicant's request, and, in the case of former employees, the length of time worked at UPMC Horizon/Jameson and length of time since last employed by UPMC.

Application Process:

- A. Staff members requesting financial assistance must submit the completed Financial Assistance Application to any member of the UPMC Horizon and UPMC Employee Contribution Fund Committee or to the UPMC Horizon or Jameson Foundations.
- B. Under extenuating circumstances, if the employee is unable to complete the form, the employee's supervisor may do so. In such cases, the Committee will contact the employee to confirm that the employee will accept a grant, if awarded.
- C. Applications will be reviewed by the Committee, which will then recommend to the Foundations whether the grant should be approved or denied.
- D. The Committee may request additional information or documentation to support the application.
- E. The Committee shall have sole discretion to recommend to the Foundations the approval or denial of applications for grants in accordance with the Fund guidelines, the Committee's bylaws, and this document.
- F. Eligible staff members may not receive more than two (2) separate grants or more than \$1,500 within a one (1) year period.

Once a decision has been made regarding an application for financial assistance, the staff member will be contacted regarding the result of the decision. If an employee has been selected to receive a grant, the distribution will, whenever possible, be made to the organization providing services to the employee (for example, directly to the utility company or repair company). Only in unusual cases will a distribution of funds be made directly to the employee.

Questions regarding the application process may be directed to the Committee or to the Foundation.