

*As an E. C. Barton & Company Partner, you are our most important asset. When a catastrophic event disrupts your life, we want to team with you to help. The ECB Partner Assistance Fund is being offered to our family of partners in an effort to share in the financial burden caused by unexpected life events.*

The fund is available for eligible Partners or their eligible dependents who experience financial distress resulting from an unexpected emergency hardship or qualified disaster. An eligible dependent is defined as a spouse, domestic partner, child or family member whom resides in the same household and is financially dependent upon the Partner.

## **TYPES OF ASSISTANCE**

**Qualified Disasters or Emergency Hardships** such as a natural disaster, illness, death in the family, or other sudden, severe, overwhelming and unexpected event that is beyond the individual partner's control and results in their inability to provide basic life necessities for themselves and their immediate family/dependents. The following is not an exhaustive list, but examples of qualifying incidents include:

- Natural Disaster- Uninsured losses due to flood, lightning strike, house fire, tornado, etc. affecting the primary residence
- Serious Illness or Injury- Medical expenses not eligible for reimbursement through medical insurance
- Loss of Life – Employee, employee's spouse/domestic partner or dependent
- Military Deployment- Unexpected costs associated with your deployment or the deployment of an immediate family member
- Catastrophic or Extreme Circumstances- An event that has happened within 120 days of the application date, does not fall into any of the above categories, and results in unexpected bills. An example would include being the victim of a crime, which could include domestic abuse or situations resulting in severe bodily injury.

**Not Acceptable**- Grants provided by the Partner Assistance Fund are intended to help a Partner regain financial stability within a relatively short period of time. Each case will be considered individually; however, the following are examples of circumstances or events that will not be considered emergencies:

- Loss of household income because of a cutback in hours or overtime, the loss of a job, a divorce or the loss of child support
- Routine car maintenance
- Expenses due to lack of homeowners or medical insurance.
- Debt consolidation/attorney fees, loans, bankruptcy(foreclosures)
- Non-essential household utilities (i.e. internet, cable/satellite television, telephone, etc.)
- Payment of creditors (credit cards, or non-sufficient funds(NSF))



# GUIDELINES

## **ELIGIBILITY**

E.C. Barton & Company Partners are eligible to apply if they are an active employee (including on leave, short-term disability and paid time off) and their combined family household income is less than 400% of the Federal Poverty Guideline (In 2018, 400% of the Federal Poverty Guideline for a family of four was \$100,400). Requests must be the result of an event that occurred within the last 120 days and occurred after the Partners date of hire. Partners are eligible to apply for assistance regardless of if they donate to the fund. In the event a Partner is not able to complete the application, the Partner's eligible dependent may complete it on their behalf.

## **APPLICATION FOR ASSISTANCE**

Please download a copy of the application for assistance here: <Insert Application> Submit completed applications with applicable supporting documentation to [partnerassistancefund@ecbarton.com](mailto:partnerassistancefund@ecbarton.com). Applications will be reviewed within five (5) business days.

## **DETERMINATION OF NEED**

"Need" exists when a Partner lacks the resources to purchase the basic necessities of life or meets the contingencies created by an emergency situation. Verification of the emergency is necessary to determine need. Documentation or copies of the invoices or bills that are to be considered for payment should also be submitted with the application.

## **CRITERIA**

All awards are subject to the availability of funds and extent of need. Because the Partner Assistance Fund is supported by donations, there is no guarantee funds will be available at a given time. You may receive assistance of up to \$500 per year, and you must apply within 120 days of a qualifying incident.

Payment will be made directly to the vendor, company or organization designated by the eligible Partner. Multiple applications cannot be submitted for the same disaster or hardship. If your application is denied, you can submit a new application for a different incident after six months.

Applications are kept strictly confidential. Assistance granted is a gift, not a loan and is not required to be repaid. Repayment is however encouraged and welcomed once the recipient's crisis has passed and financial stability is achieved as this aids in assisting other Partners.