

## **What is the Envision Healthcare Employee Relief Fund (ERF)?**

At Envision Healthcare, our employees can help their fellow teammates by donating to our Envision Healthcare Employee Relief Fund, a charitable organization dedicated to helping Envision Healthcare employees during unanticipated and unavoidable financial hardships and emergencies.

Funded by employee contributions and an initial donation from the company, the Employee Relief Fund provides short-term, immediate financial relief to teammates who have suffered significant financial hardship as a result of a natural disaster, family death, medical emergency, or catastrophic event beyond their control.

## **Participant Eligibility:**

Eligible employees include full time, part time and per diem clinical employees in active status or on Family and Medical Leave Act (FMLA) or approved leave of less than a year, and employed within Envision Healthcare, its affiliates, and their subsidiary companies.

Eligibility to participate in the Employee Relief Fund begins upon the first day of employment.

## **What is the amount of the grant?**

The maximum amount available for each incident is \$5,000 and the minimum amount that can be requested is \$500.

## **What is the criteria to qualify for a grant?**

While there are many factors that determine if a grant can be made, the review process is designed to help as many of our teammates as possible. The first step is important to determine if your situation meets the most basic criteria. The answers to the following questions should be yes:

- 1.** Did one of the events in the Qualified Events/Expense Matrix happen to you?
- 2.** Are you applying within 90 days after the event?
- 3.** Did the event occur after your first day of employment?
- 4.** Did you incur one or more of the expenses from the events listed in the Qualified Events/Expense Matrix?
- 5.** Do you have documentation for the event and expenses?
- 6.** Is the expense documentation current (dated within 90 days of the incident)?

While there are some additional criteria, applications that do not meet these basic criteria cannot be approved.

## Qualified Events/Allowable Expense Matrix

Event	Potential Eligible Expenses
<p><b>Economic hardship, which includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>● Uncontrollable loss of income</li> <li>● Spouse/domestic partner laid-off work</li> <li>● Emergency/traumatic medical expenses that are not covered by existing insurance or that are the result of not having insurance coverage</li> <li>● Hospitalization/incapacitation of the employee or a relative of the employee that results in the employee's inability to work for 7 consecutive days</li> </ul>	<ul style="list-style-type: none"> <li>● Out-of-pocket health care expenses not subject to a payment plan with health care provider</li> <li>● Care and resources for a critically ill immediate family member resulting in loss of work</li> <li>● Food and clothing</li> <li>● Basic household goods and essential utilities</li> <li>● Housing-related assistance, including, but not limited to, reasonable repairs, mortgage and rent payments</li> <li>● Basic transportation (not including routine maintenance)</li> </ul>
<p><b>Catastrophic or extreme circumstances, which include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Fire</li> <li>● Explosions</li> <li>● Civil unrest</li> <li>● Power failures</li> <li>● Terrorism</li> <li>● Major home damage that could not be prevented</li> <li>● Serious crime against the employee (robbery, arson, assault, domestic abuse, extreme vandalism)</li> <li>● Health pandemics</li> </ul>	<ul style="list-style-type: none"> <li>● Housing costs or hotel costs for sick family</li> <li>● Increased childcare and tutoring costs due to school closings</li> <li>● Assistance with rent, mortgage payments, or car loans of primary home</li> <li>● Assistance to provide food or shelter</li> <li>● Reasonable and necessary personal, family, living, or funeral expenses incurred as a result of a qualified disaster</li> </ul>
<p><b>Death of employee, spouse/partner, or dependent.</b></p>	<ul style="list-style-type: none"> <li>● Funeral, travel, and burial expenses</li> </ul>
<p><b>Natural disasters that have damaged or destroyed an employee's primary residence or vehicle. Natural disasters include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Wildfire</li> <li>● Flood</li> <li>● Tornado</li> <li>● Hurricane</li> <li>● Severe storms</li> <li>● Earthquakes</li> </ul>	<ul style="list-style-type: none"> <li>● Reasonable and necessary expenses incurred for the repair or rehabilitation of a personal residence due to a qualified disaster (a personal residence can be rented or owned)</li> <li>● Funds needed to establish or re-establish a habitable and safe residence following hurricane, fire, flood, tornado, etc.</li> <li>● Food and clothing</li> <li>● Basic household goods and essential utilities</li> <li>● Mortgage and rent payments specific to disaster recovery</li> <li>● Basic transportation (not including routine maintenance)</li> <li>● Disaster-related evacuation expenses</li> </ul>

## **What expenses are not covered?**

Ineligible expenses include:

- Lost compensation due to reduced hours or missed time from work
- Legal fees, garnishments, or expenses associated with divorce or custody cases such as loss of alimony
- Credit card or personal loan debt
- Elective medical procedures
- Routine automobile and home repair, or repairs due to deferred maintenance
- Tuition
- Taxes
- Expenses fully covered by insurance
- Insurance premiums, copays, and deductibles

## **What do I do if I am having trouble with the application or if I have question regarding documentation?**

Please contact the Employee Relief Fund by email at [CharitableFoundation@envisionhealth.com](mailto:CharitableFoundation@envisionhealth.com).

## **What are the steps to receive a grant?**

Step 1: APPLICATION: Complete the application and provide required documentation [here](#).

Step 2: VERIFICATION: The applicant's employment status at the time of the incident is verified.

Step 3: INITIAL REVIEW: The application is reviewed. If there are follow-up questions, the applicant will be contacted within 2-3 business days. Once the application is complete with all supporting documentation, the reviewer transfers the application with a recommended grant/award amount to Envision Healthcare Employee Relief Fund Granting Committee. Depending on response/information from applicant, this step could take anywhere from two hours to several weeks.

Step 4: QUALITY CHECK & AWARD RECOMMENDATION: The committee completes a final quality check and makes an award recommendation.

Step 5: NOTIFICATION: A phone call is made to the applicant. If your application is not approved, we will provide a specific reason in writing.

Step 6: GRANT PROCESSING: No more than 2 business days after an award notification call, applicants will receive a communication from the Employee Relief Fund confirming the grant award and who will receive the payment(s). Payments are made to individuals by ACH and deposited directly into the grantee's checking account.

## **How do I apply for assistance from the Envision Healthcare Employee Relief Fund?**

Go to the Envision Healthcare Employee Relief Fund web page and click on the link to the online application system.

## **Which family members does the Envision Healthcare Employee Relief Fund consider as eligible immediate family?**

The Envision Healthcare Employee Relief Fund defines an eligible immediate family member as the employee's spouse, minor children, and other dependents for whom the employee is financially responsible as eligible dependents. Parents, grandparents, or other relatives are not considered dependents unless the employee can show that they are claimed as a dependent on the employee's IRS (or government) tax returns.

## **What is the turnaround time to process a grant application?**

The Employee Relief Fund will respond with a decision within 8 days from the time it receives a complete application. Processing times could be longer in cases where documentation or signatures are missing, or other information is needed. Please double check your application before submitting it. You will be notified if there is missing information from your application.

## **How will I be notified of the decision?**

The Envision Healthcare Employee Relief Fund will notify you by phone when an application decision has been made. If an application has been denied, you will receive a determination in writing.

## **Are funds received taxable?**

No. Grants received in the United States are not considered part of your taxable income.

## **Do I have to repay the grant?**

No. Amounts granted under the Employee Relief Fund are not loans and do not have to be repaid.

## **What information does the Fund need when reviewing an application?**

The type of documentation required is based on the qualifying event. In each case, the Envision Healthcare Employee Relief Fund requires a completed application form, along with the required documentation of the specific qualifying incident. The application must establish a financial need and document the expenses for which the grant is being requested. Payments cannot be made without copies of documentation. A grid is available on the website and in this FAQ indicating what documentation is required for each type of grant.

## **Will my information remain confidential?**

Yes. Your personal information is only used to determine if you are an eligible Envision Healthcare employee through the Envision Healthcare payroll system. Applications to the Employee Relief Fund are reviewed by Envision Healthcare Employee Relief Fund Granting Committee and will be treated in a confidential manner. Non-identifying statistical information may be reported to Envision Healthcare and fund donors on a periodic basis to help improve the fund.

## **Can I apply on behalf of another employee?**

If you think a teammate would benefit from the Envision Healthcare Employee Relief Fund, please pass along information about the Employee Relief Fund so that he or she can apply.

An employee's supervisor or Human Resources also can initiate an application on behalf of an employee. All follow up conversations will be with the employee, or, in the case that the employee is incapacitated, an immediate family member of the employee.