



# Partner Assistance Fund Guidelines

*As an E. C. Barton & Company Partner, you are our most important asset. The ECB Partner Assistance Fund is offered to our family of partners when facing a financial burden caused by unexpected life events.*

## TYPES OF ASSISTANCE

**Qualified Disasters or Emergency Hardships** such as a natural disaster, illness, death in the family, or other sudden, severe, 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 are examples of qualifying incidents:

- **Natural Disaster**- Uninsured losses on primary residence or mode of transportation due to flood, house fire, tornado, etc.
- **Serious Illness or Injury** - Medical expenses that result from a serious illness or injury and are not eligible for reimbursement through medical insurance. *Routine medical procedures do not qualify as an emergency hardship.*
- **Loss of Life** – The passing of an employee, employee's spouse/domestic partner or dependent that results in a financial burden including the cost of funeral or burial.
- **Military Deployment**- Unexpected costs associated with your deployment or the deployment of a spouse or domestic partner.

**Situations Not Covered**- 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 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))
- Medical expenses eligible for a manageable payment plan

## ELIGIBILITY AND REGULATIONS

The fund is available for eligible Partners or their eligible dependents (defined as a spouse, domestic partner, child, or family member who resides in the same household and is financially dependent upon the Partner) who experience financial distress resulting from an unexpected emergency hardship or qualified disaster. An eligible Partner must be employed by the company for at least 60 days and in good standing. Partners are eligible to apply if their combined family household income is less than 400% of the Federal Poverty Guideline (\$106,000 for 2021). Requests must be the result of an event that occurred within the last 120 days (and after the Partners date of hire) creating a *need* for



assistance. “Need” exists when a Partner lacks the resources to provide the basic necessities of life (food, water, shelter) or meets the contingencies created by an emergency situation. Verification of the emergency and documentation or copies of the invoices or bills that are to be considered for payment should be submitted with the application. Please download a copy of the application for assistance [here](#): Submit completed applications with applicable supporting documentation to [partnerassistancefund@ecbarton.com](mailto:partnerassistancefund@ecbarton.com). Applications will be reviewed within ten (10) business days.

If your grant is approved, payment will be made directly to the vendor, company, or organization. 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.

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 any given time. You may receive assistance of up to \$1,500 per year, and you must apply within 120 days of a qualifying incident.

Applications are kept strictly confidential. Assistance granted is a gift, not a loan and is not required to be repaid. Partners are eligible to apply for assistance regardless of if they donate to the fund. 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.