

Cox Family Assistance Fund

CoxHealth Foundation

History: The Cox Family Assistance Fund was a gift of former CEO Larry Wallis and his wife Pat. The Wallis's established the fund to offer a source of support for CoxHealth employees during times of defined crisis. Today this fund is comprised of the Wallis's donation, matching dollars from the CoxHealth Board of Directors, gifts from employees through the Patron Circle, employee giving program as well as corporate gifts and those received as a part of the Community Partners program.

Funding source: This is an endowed fund. The principal may not be spent. The interest income and on-going donations directed to the spendable portion of the fund are the source of funding to offer grants of support to employees.

Grant guidelines:

1. Applicant must have worked for CoxHealth for SIX (6) MONTHS AS A FULL-TIME EMPLOYEE OR ONE YEAR AS A PART-TIME EMPLOYEE. PRN employees are eligible on a case by case basis. \$250 Cap on PRN employees.
2. Employees can only receive assistance from the Fund one time during a twelve-month time period. Under extreme circumstances, exceptions can be made with full committee review, only when meeting defined crisis guidelines

To apply:

1. Complete the Cox Family Assistance Fund Application.
2. Attach a copy of your most recent paycheck stub.
3. Provide an explanation of your need and, (use the back of the form)
4. Have a recommendation from your supervisor verifying that you are an employee in good standing. This letter can be emailed to lisa.alexander@coxhealth.com or sent in-house to the CoxHealth Foundation, Medical South, Suite 204.

A request WILL NOT be reviewed until all the above information is provided to the CoxHealth Foundation. It is the applicant's responsibility to collect and turn in all these documents.

A DEFINED CRISIS INCLUDES:

- Loss of home or disruption of the use of your home due to fire or natural disaster defined as a tornado, flood, or earthquake.
- Death of spouse, resulting in loss of income.
- Assistance with funeral support where no insurance or other coverage is available.
- Assistance with medical bills related to devastating illness, injury or accident of the employee or an immediate family member (spouse or child) that results in the loss of income to the employee or their spouse. Also refer employee to Good Samaritan Fund in these instances.
- Support during times of loss of immediate family: **covered family is defined as employee's husband, wife, child, step-child, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepfather, stepmother, grandchild, grandparent, spouse's grandparents, sister-in-law or brother-in-law.**
- Situations which occur that are created outside of the employee's control. In these cases, the full committee must review with detailed information of request and expected expenses to be incurred.

The Cox Family Assistance Fund does not cover the following:

- **Daily/household bills that have not been paid due to the employees lack of management; this includes cell phone/pager bills; rent; groceries; childcare; mortgage payments.**
- **Car repairs; tires, car insurance.**
- **Expenses related to the illness of a parent or grandchild unless the grandchild is in the custody of the employee or the employee lives with their parent.**
- **Legal expenses.**

Amounts awarded are limited to the funds available. The amount available is determined by the interest income generated off the fund's principal. The awarded amounts (based on availability) as of 10/2012 is \$500 for the minimum and \$1,000 for the maximum.

It is the applicant's responsibility to identify the loss and the need in their letter to help determine the gift grant. Additional information, including insurance, deductibles, life insurance, replacement costs, uncompensated costs, medical benefits etc., may be requested to help confirm need.

All applications will be reviewed as soon as possible after receipt of all documents, and no later than 12 hours. If additional information is required, the applicant will be contacted by the CoxHealth Foundation.

The CFA committee consists of a minimum of five CoxHealth employees and a maximum of seven. A member of HR and Patient Financial Services may be called upon to substantiate information provided by the employee. A quorum is required for a vote. All information is kept fully confidential. As soon as a decision is made the applicant will be notified by phone or email. The supervisor making the recommendation will also receive notification of a gift. If phone contact cannot be made, the employee will be notified by mail. The quickest reply is the goal so the employee knows that funds will be forthcoming at this time of crisis. Employees are asked for complete contact information with both day and night time phone numbers.

Requests involving the care of children will also be reviewed by the Children's Miracle Network for assistance where possible.