

Cox Family Assistance Fund Policy and Attestation



History: The Cox Family Assistance Fund was a gift of former CEO Larry Wallis and his wife Pat. The Wallis's established the fund and created the criteria to offer a source of support for CoxHealth employees during times of defined crisis. Today this fund is comprised of donations from many sources including the CoxHealth Foundation's Community Partners program. **All requests are reviewed by an employee committee.** The fund was not designed to cover daily living expenses.

Qualifying guidelines:

1. Applicant must work for CoxHealth.
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.
3. Employee must complete all application requirements and crisis must be a qualifying situation.

A request WILL NOT be reviewed until all requested documents on the form have been received by the CoxHealth Foundation. The application is then sent to the 4 member employee committee for review. The committee attempts to reply within a 24 hour period to all requests if possible.

A DEFINED CRISIS INCLUDES: that which is OUT OF THE CONTROL of the applicant.

- 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 or child, 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, or grandchild if residing in the home.
- 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 unpaid as a result of the employees current income- this includes rent, utilities, cell phone, 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 10/1/2013 can range from \$100 to \$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. If additional information is required, the applicant will be contacted by the CoxHealth Foundation.

The CFA committee consists of a minimum of four and a maximum of 7 CoxHealth employees who volunteer their time to serve independently of any other role within CoxHealth. 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. 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.

Attestation:

I have fully read and understood the policy outlined here. I have qualified my request for the application.

Signature

DATE

Please send this completed attestation along with your application.