

Battelle Emergency Financial Assistance Program Eligibility Guidelines

The Battelle Emergency Financial Assistance Program supports eligible Battelle employees who experience a financial hardship resulting from an emergency hardship or qualified disaster from the list of events below. This program is administered through The Columbus Foundation.

General Requirements

- The employee must provide documentation of the eligible hardship event AND eligible expenses related to the hardship event. If documents are not provided with the application, the employee will be contacted by email with a list of requested documents (see chart below). *The IRS requires documentation for approval.*
- The employee has 60 days from when they receive the initial email requesting documentation to provide documents, or the application will be closed. If the application is closed due to non-response, the employee may re-apply for assistance if the documents can be provided.
- All documentation should include the employee's name and address, if applicable. Screenshots are accepted but must show the name and/or address of the employee. Do not include personal identifiable information such as, but not limited to, social security numbers or bank/credit card account numbers.
- This program does not reimburse the employee for fees to obtain documents such as death certificates.

Employment Eligibility

To be eligible, all of the following employment criteria must be met:

- Active, regular full-time and part-time employees are eligible, including those on approved leave and paid time off, and all NEON field technicians, including those in Puerto Rico.
- Requested expenses must be the result of a qualified event that has occurred after the start of the program (March 13, 2020) and the employee's date of hire.

Contractors, interns, and retirees are not eligible to apply or to receive assistance.

Grant Amount & Frequency Eligibility

The program provides financial assistance through grant funding in the following amounts and frequency:

- Minimum amount of \$100 and maximum amount of \$2,500
- Battelle employees are eligible to apply and receive support twice (2x) in a calendar year (up to \$2,500/year)
- Battelle employees are only eligible to receive assistance four times (4x) over their lifetime with Battelle (up to \$10,000)
- Multiple applications can be submitted for the same hardship or disaster.

Qualified Events, Expenses and Required Documents

Below are events and expenses that are eligible for this program. Documentation is required for an application to be reviewed and approved.

This is not an all-inclusive list. If an employee is unable to provide the document examples, the program can accept alternative documentation. Please email the program administrator at BattelleEFAP@columbusfoundation.org with questions.

You may be asked to provide your essential monthly expenses to determine how the event and expenses create a financial hardship to your household.

*All documents must contain your name and/or address to be accepted. Screenshots are acceptable but they must include your name and/or address. **Do not include personal identifiable information** such as, but not limited to, social security numbers or bank/credit card account numbers.*

Qualified Disasters	Event Documentation	Eligible Expenses
Acts of Nature	<ul style="list-style-type: none"> • News articles • Weather reports • Insurance claims 	<ul style="list-style-type: none"> • Rent/Mortgage/Security Deposits • Utilities (electric, water/sewage, natural gas, internet bills/statements) • Car payment/insurance • Food (receipts) • Clothing (receipts) • Temporary Housing (hotel receipts) • Childcare • Reasonable evacuation expenses (receipts) • Damage repair (estimates/invoices/insurance claims) • Medical expenses (bills/statements/receipts/estimates)
House Fire	<ul style="list-style-type: none"> • Fire Marshal's report • Insurance claims • News reports 	<ul style="list-style-type: none"> • Food (receipts) • Clothing (receipts) • Temporary housing (hotel receipts) • Reasonable repairs (estimates/invoices) • Essential appliances & furnishings (receipts) • Moving or storage expenses (invoices/statements/receipts) • Medical expenses (bills/statements/receipts/estimates)

<p>Federal or State declared natural disaster or emergency</p>	<ul style="list-style-type: none"> • News article • Weather reports 	<ul style="list-style-type: none"> • Rent/Mortgage/Security Deposits • Utilities (electric, water/sewage, natural gas, internet bills/statements) • Car payment/insurance • Food (receipts) • Clothing (receipts) • Temporary Housing (hotel receipts) • Childcare • Reasonable evacuation expenses (receipts) • Medical expenses (bills/statements/receipts/estimates)
<p>Terrorist or military action disaster</p>	<ul style="list-style-type: none"> • News article • Government documents 	<ul style="list-style-type: none"> • Rent/Mortgage/Security deposits (estimates, receipts, lease agreements) • Utilities (electric, water/sewage, natural gas, internet) • Food (monthly bills/statements, receipts) • Clothing • Temporary housing (hotel) • Childcare • Reasonable evacuation expenses resulting from the event (receipts) • Medical expenses (bills/statements/receipts/estimates), • Reasonable repairs • Essential appliances and furnishings, • Car payment/car insurance/cost of public or commercial transportation, and cost of rental car (monthly bills, professional estimates, receipts)

Emergency Hardships	Event Documentation	Eligible Expenses
Accident	<ul style="list-style-type: none"> • Accident/Police report • Insurance claim 	<ul style="list-style-type: none"> • Rent/Mortgage • Utilities (electric, water/sewage, natural gas, internet) • Food (monthly bills/statements, receipts) • Car payment/car insurance, non-routine maintenance or repairs, cost of public or commercial transportation, and cost of rental car (monthly bills, professional estimates, receipts) • Medical expenses (bills/statements/receipts/estimates)
Crime Victim (Non-violent or Violent)	<ul style="list-style-type: none"> • Police report • Insurance claim • Court documents 	<ul style="list-style-type: none"> • Rent/Mortgage/Security deposits (estimates, receipts, lease agreements) • Utilities (electric, water/sewage, natural gas, internet) • Food (monthly bills/statements, receipts) • Clothing • Temporary housing (hotel) • Childcare • Reasonable evacuation expenses resulting from the event (receipts) • Medical expenses (bills/statements/receipts/estimates) • Reasonable repairs, essential appliances, and furnishings • Car payment/car insurance, non-routine maintenance or repairs, cost of public or commercial transportation, and cost of rental car (monthly bills, professional estimates, receipts)
Death of Employee, Spouse/Partner or Dependent	<ul style="list-style-type: none"> • Death certificate • Obituary or birth certificate that lists the 	<ul style="list-style-type: none"> • Funeral home invoice* • Funeral home payment receipt*

	<p>applicant as an eligible family member</p>	<ul style="list-style-type: none"> Travel receipts such as airfare, hotel, food, gas. <i>*Applicant's name must be on invoice or receipt for funeral home to be eligible expense</i>
<p>Domestic/Physical Abuse Victim</p>	<ul style="list-style-type: none"> Police report Court documents Letter from social worker or counselor In some cases, a letter from a manager or supervisor may be accepted 	<ul style="list-style-type: none"> Expenses may include security deposit, application fees and rent for new housing (<i>new lease document or letter from landlord</i>) Temporary housing such as hotels (receipts) or moving expenses (invoices/receipts) Medical expenses (bills/statements/receipts/estimates)
<p>Military Deployment</p>	<ul style="list-style-type: none"> Deployment paperwork Military paystubs 	<ul style="list-style-type: none"> Rent/Mortgage Utilities (electric, water/sewage, natural gas, internet) Food (monthly bills/statements, receipts) Car payment/car insurance Clothing (receipts)
<p>Serious Illness or Injury</p>	<ul style="list-style-type: none"> Doctor's excuse Hospital paperwork Medical chart app screenshots FMLA or leave of absence paperwork Paystubs 	<ul style="list-style-type: none"> Rent/Mortgage Utilities (electric, water/sewage, natural gas, internet) Car payment/car insurance Food (receipts) Medical expenses (bills/statements/receipts/estimates)
<p>Spouse/Partner Loss of Job/Income</p>	<ul style="list-style-type: none"> Termination letter Paystubs Unemployment claims 	<ul style="list-style-type: none"> Rent/Mortgage Utilities (electric, water/sewage, natural gas, internet) Car payment/car insurance Food (receipts) Medical expenses (bills/statements/receipts/estimates)
<p>Loss of Child Support Payments <i>Inability to pay child support is not eligible</i></p>	<ul style="list-style-type: none"> Court documents Bank statements Paystubs Termination letter Police report 	<ul style="list-style-type: none"> Rent/Mortgage Utilities (electric, water/sewage, natural gas, internet) Car payment/car insurance Food (receipts)

		<ul style="list-style-type: none"> • Medical expenses (bills/statements/receipts/estimates)
<p>Experiencing Homelessness Must be result of landlord selling property, landlord negligence or being asked to leave a residence that you are listed on lease/mortgage. You cannot be in violation of your lease agreement to be eligible.</p>	Eviction notice, court documents, a letter from landlord/spouse/partner/roommate, case manager or shelter documentation, medical documentation	<ul style="list-style-type: none"> • Security deposit and application fee for new apartment/home (new lease agreement or letter from landlord) • Moving expenses such as moving truck and/or storage unit (invoices/estimates/receipts) • Temporary housing such as hotels (receipts/invoices)
<p>Residential Disaster (Ownership Required) such as foundation, septic tank, sewer lines or water well damage. <i>Does not cover normal wear and tear of appliances or routine home repairs.</i></p>	Insurance documents, professional estimates that state the cause of the damage/repairs, news articles	<ul style="list-style-type: none"> • Repairs to home/structure/appliances that provide basic needs to employee (estimates/invoices/receipts)
<p>Non-Routine Vehicle Repairs</p>	Insurance documents, Professional estimate of repairs/damage	<ul style="list-style-type: none"> • Professional estimate of repairs (invoice/receipt/estimate) • Rental car expenses (estimate/invoice/receipts) • Rideshare services (invoice/receipts)

Ineligible Events

- Accumulated financial distress due to the employee's extravagance, poor economic planning or gross negligence that results in the employee not having enough income to cover regular monthly bills, including situations where work hours have been reduced or scheduled hours are not enough to pay the bills.
- Maternity/paternity leave is not considered an unexpected hardship. If an employee is put on bed rest prior to their due date due to complications, this could be considered a short-term illness under the guidelines.
- Inflation, higher gas prices or an increase in the cost of living.
- Loss of a second job or income from another employer.

Ineligible Expenses

This list is not all-encompassing and is at the discretion of the Review Committee.

- Non-essential household utilities such as cable/television, cell phone, etc.
- Routine car maintenance or cosmetic repairs that are not the result of an accident
- New vehicle purchase
- Legal fees
- Wage garnishments
- Credit card debt
- Pay day loans
- Employee benefits during waiting periods of coverage
- Expenses incurred due to lack of homeowners or medical insurance
- Private school or higher education tuition
- Expenses associated with divorce or child custody settlements
- Veterinary expenses

***Definition of Family Member**

Immediate family member that is financially dependent on the employee, including:

- Employee's parents or step-parents
- Employee's spouse or domestic partner
- Employee's children or step-children
- Employee's siblings
- Employee's parents-in-law (including parents of domestic partners)
- Employee's child-in-law