



## **Bath & Body Works Associates For Associates Program Guidelines**

### **Contact Info:**

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Online Application: [Apply Here](#) Paper Application: [Download Here](#)

Associates for Associates will support eligible employees who experience a financial hardship resulting from an unexpected emergency hardship or qualified disaster from the list of events below.

Associates for Associates does not help in the following 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 emergency. If an employee is put on bed rest prior to due date due to complications, this could be considered a short-term illness under the guidelines. Please reach out with questions.
- Inflation, higher gas prices, increase in the cost of living
- Loss of a 2<sup>nd</sup> job/income from another employer

Associates for Associates General Requirements:

- Employee must provide documentation of eligible hardship event AND eligible expenses related to the hardship event. If documents are not provided with the application, the employee will be contacted via email with a list of requested documents (see chart below). *The IRS requires documentation for approval.*
- Employee has 60 days from the initial follow-up email to provide documents or the application will be closed. Employees may re-apply if documents can be provided at a later date if timing meets guidelines.
- All documentation should have employee's name and address, if applicable. Mobile phone app screenshots are accepted but must show name and/or address of employee.
- This program does not reimburse the employee for fees to obtain documents such as death certificates.

**Who is Eligible:** To be eligible for Associates for Associates, all of the following employment criteria must be met:

- Hardship event date must have happened after the program start date in 2005
- Associates are eligible to apply if they are an active team member (including on leave, short-term disability and paid time off).
- Requested expenses must be the result of an event that has occurred **after the team member's legal employer hire date.**

**Who is Not Eligible:** You are not eligible if you are a contract, temporary/seasonal associate, interns, retirees or those on long-term disability.

**Grant Amount & Frequency Eligibility:** Associates for Associates allows for the following grant amounts and frequency of grants:

- Minimum amount of \$250 and maximum amount of \$2,500
- Associates are eligible to apply and receive support multiple times in a rolling 12-month period but not receive more than \$2,500 in a rolling 12-month period
- Multiple applications can be submitted for the same disaster or hardship
- Applications must be submitted within 1 year (365 days) of hardship event.
- All PTO must be used before a loss of income will be considered

**Eligible Hardships Events, Documents and Expenses:** Below are eligible hardship events and types of expenses that are covered as a result of the hardship event for this program. Documentation is required for an application to be reviewed and approved. This is not an all-inclusive list of documents so if an employee is not able to provide what is listed the program can accept alternative documentation. Please contact your program via email [bbwa4a@columbusfoundation.org](mailto:bbwa4a@columbusfoundation.org) if you have questions about documents.

***You may be asked to provide your essential monthly bills for ALL hardships to determine how the event and expenses create a hardship to your household.***

***All documents must contain your name and or address to be accepted. Mobile app screenshots are acceptable but they must include the employee's name and/or address. Please do not provide any documentation with personal information such as your social security number, driver's license numbers, bank/credit card account numbers or user ID/passwords. Please redact or remove this information before sending the document.***

Qualified Disasters	Hardship Document Examples	Related Eligible Expenses
<b>Large Scale Natural Disasters/Acts of Nature that affect an associate's primary residence</b>	News articles, weather reports, insurance claims	<ul style="list-style-type: none"> <li>• Rent/Mortgage/Security Deposits,</li> <li>• Utilities (electric, water/sewage, natural gas, internet bills/statements)</li> <li>• Car payment/insurance</li> <li>• Food (receipts)</li> <li>• Clothing (receipts)</li> <li>• Temporary Housing (hotel receipts)</li> <li>• Child care</li> <li>• Reasonable evacuation expenses (receipts)</li> <li>• Damage repair (estimates/invoices/insurance claims)</li> </ul>
<b>House fire</b>	Fire Marshal's report, insurance claims, news reports	<ul style="list-style-type: none"> <li>• Food (receipts)</li> <li>• Clothing (receipts)</li> <li>• Temporary Housing (hotel receipts)</li> <li>• Reasonable repairs (estimates/invoices)</li> <li>• Essential appliances &amp; furnishings (receipts)</li> <li>• Moving or Storage expenses (invoices/statements/receipts)</li> </ul>
<b>Government-declared disaster</b>	News article, weather reports	<ul style="list-style-type: none"> <li>• Rent/Mortgage/Security Deposits</li> <li>• Utilities (electric, water/sewage, natural gas, internet bills/statements)</li> <li>• Car payment/insurance</li> <li>• Food (receipts)</li> <li>• Clothing (receipts)</li> <li>• Temporary Housing (hotel receipts)</li> <li>• Child care</li> <li>• Reasonable evacuation expenses (receipts)</li> </ul>

Emergency Hardships	Document Examples	Eligible Expenses
<b>Crime Victim (violent or non-violent)</b>	Police report, insurance claim, court documents	<ul style="list-style-type: none"> <li>• Rent/Mortgage/Security deposits (estimates, receipts, lease agreements)</li> <li>• Utilities (electric, water/sewage, natural gas, internet)</li> <li>• Food (monthly bills/statements, receipts)</li> <li>• Clothing</li> <li>• Temporary housing (hotel)</li> <li>• Child care</li> <li>• ^Medical expenses (bills/statements/receipts/estimates)</li> <li>• Reasonable repairs, essential appliances and furnishings</li> <li>• Car payment/car insurance</li> <li>• Non-routine maintenance or repairs, cost of public or commercial transportation, and cost of rental car (monthly bills, professional estimates, receipts)</li> </ul>
<b>Death in Immediate Family of Associate or Spouse*</b>	Death certificate, obituary or birth certificate that lists the applicant as an eligible family member	<ul style="list-style-type: none"> <li>• Funeral home invoice</li> <li>• Funeral home payment receipt</li> <li>• Travel receipts such as airfare, hotel, food, gas.</li> </ul> <p><i>Applicant's name must be on invoice or receipt for funeral home to be eligible expense</i></p>
<b>Domestic/Physical Abuse Victim</b>	Police report, court documents, social worker or counselor letter, in some cases a letter from a manager or supervisor may be accepted	<ul style="list-style-type: none"> <li>• Expenses may include security deposit</li> <li>• Application fees and rent for new housing (new lease document or letter from landlord)</li> <li>• Temporary housing such as hotels (receipts) or moving expenses (invoices/receipts)</li> </ul>
<b>Emergency Travel for Medical Treatments, Ill Family Members* or Family Funeral</b>	Doctor's excuse, hospital paperwork, death certificates, obituary	<ul style="list-style-type: none"> <li>• Travel expenses such as flights, hotels, rental cars, food, gas (receipts/reservations/confirmations)</li> </ul>

**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.***

Eviction notice, court documents, a letter from landlord/  
 spouse/partner/roommate, case manager or shelter documentation, medical documentation

- 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)
- Hotel stays (receipts/invoices)

<p><b>Illness/Injury</b></p>	<p>Doctor’s excuse, hospital paperwork, medical chart app screenshots, FMLA or Leave of Absence paperwork, paystubs</p>	<ul style="list-style-type: none"> <li>• Rent/Mortgage</li> <li>• Utilities (electric, water/sewage, natural gas, internet bills/statements)</li> <li>• Car payment/car insurance</li> <li>• food (receipts),</li> <li>• ^Medical expenses (bills/statements/receipts/estimates)</li> </ul>
<p><b>Non-Routine Vehicle Repair</b>  <b><i>This is to help repair existing vehicles; New vehicle purchase is not an eligible hardship</i></b></p>	<p>Must provide a copy of:        -vehicle registration</p>	<ul style="list-style-type: none"> <li>• Insurance claims</li> <li>• Professional repair estimates/receipts</li> <li>• Ride Share (Uber/Lyft) or public transportation receipts</li> <li>• Rental car receipts</li> </ul>
<p><b>Lost or Stolen Money</b></p>	<p>Police report is required</p>	<ul style="list-style-type: none"> <li>• Rent/Mortgage</li> <li>• Utilities (electric, water/sewage, natural gas, internet bills/statements)</li> <li>• Car payment/car insurance</li> <li>• Food (monthly bills/statements, receipts)</li> </ul>
<p><b>Residential Disaster (Ownership Required)</b></p>	<p>Insurance documents, professional estimates that state the cause of the damage/repairs, news articles</p>	<ul style="list-style-type: none"> <li>• Non-routine repairs to home/structure/appliances that provide basic needs to employee (estimates/invoices/receipts)</li> </ul>
<p><b>Spouse/Partner Loss of Job/Income</b></p>	<p>Termination letter, paystubs, unemployment claims</p>	<ul style="list-style-type: none"> <li>• Rent/Mortgage, Utilities (electric, water/sewage, natural gas, internet bills/statements)</li> <li>• Car payment/car insurance</li> <li>• Food (monthly bills/statements, receipts)</li> </ul>

***^Associates must participate in health insurance program to be eligible for medical assistance.***

***Ineligible Expenses: This list is not all-encompassing and is at the discretion of the Review Committee.***

- Non-essential household utilities: 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
- 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 a Bath & Body Works Family Member**

***Immediate family/close relative (including in-law/step) that is financially dependent on the associate.***

- Brother
- Child of associate or of associate's partner
- Grandchild
- Grandparent
- Guardian
- Parent
- Sister
- Spouse/Partner