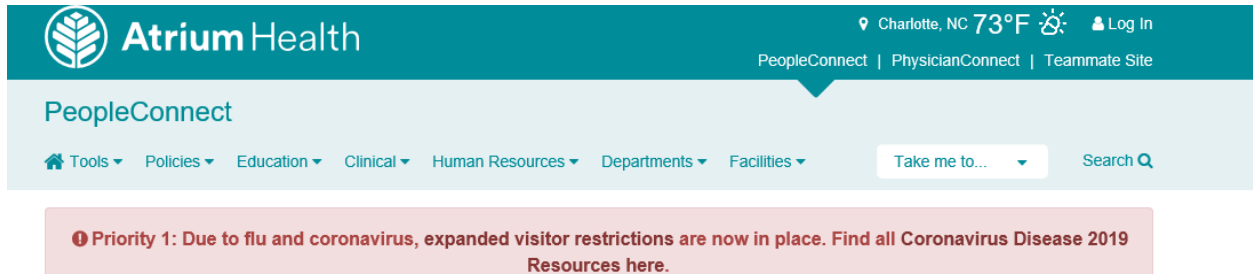


How to Complete the Teammate Emergency Care Fund Job Aid

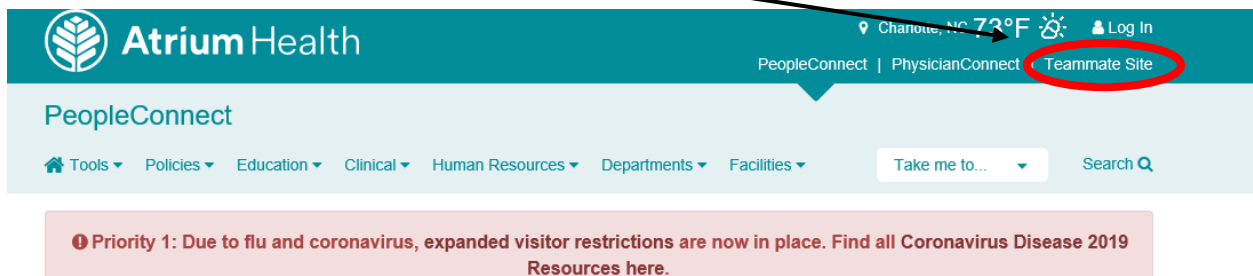
SECTION I: How to Access Teammate Emergency Care Fund Application

Please do not complete the application until you have all required documents ready to attach.

Go to PeopleConnect



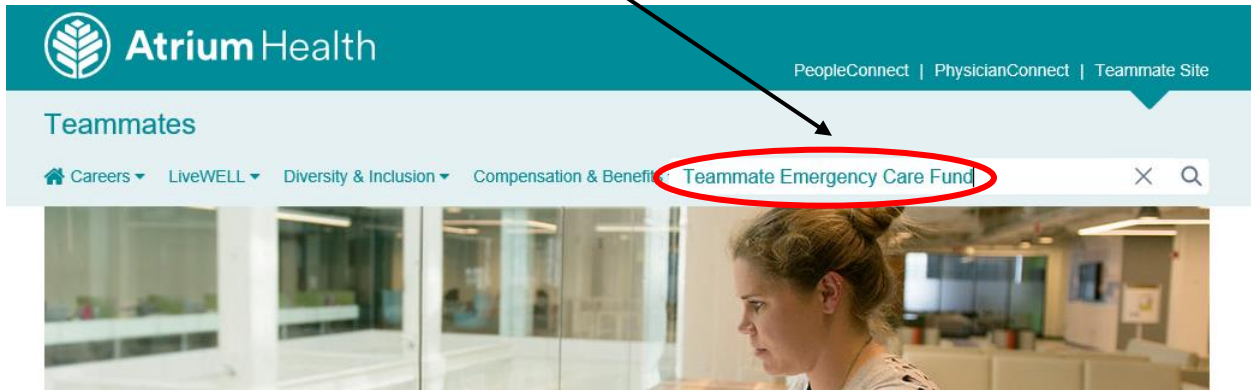
Click on Teammate Site



Click on Search icon



In Search bar, type in “Teammate Emergency Care Fund” and click enter.



You will be directed to this page where you will click on “Teammate Emergency Care Fund”

Home > Search Results

Search Results

Teammate Emergency Care Fund

Results 1-6 of 6 in 0.04 seconds

BY DATE ▾ BY RELEVANCE



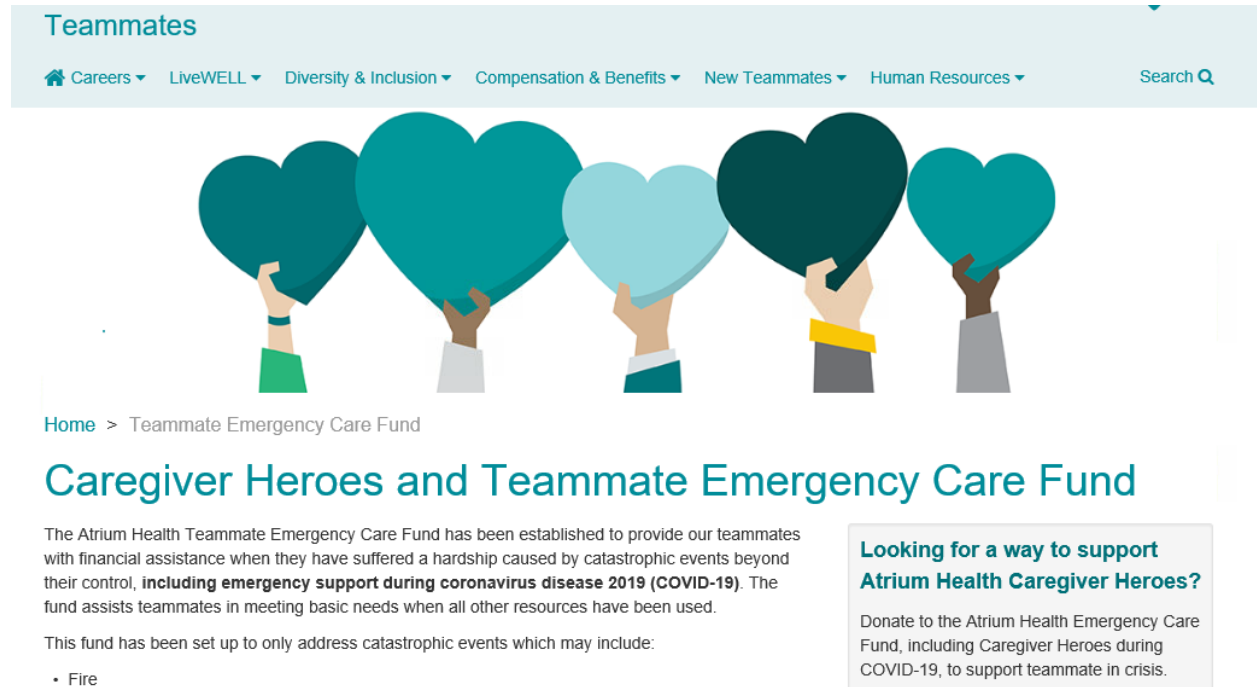
Teammate Emergency Care Fund

April 20

The Atrium Health **Teammate Emergency Care Fund** has been established to provide our ...
Teammates who were not at work when they were exposed to the virus, have been quarantined and are not ...

[/teammate-emergency-care-fund](#)

This will open the Caregiver Heroes and Teammate Emergency Care Fund page



Teammates

Careers LiveWELL Diversity & Inclusion Compensation & Benefits New Teammates Human Resources Search

Home > Teammate Emergency Care Fund

Caregiver Heroes and Teammate Emergency Care Fund

The Atrium Health Teammate Emergency Care Fund has been established to provide our teammates with financial assistance when they have suffered a hardship caused by catastrophic events beyond their control, **including emergency support during coronavirus disease 2019 (COVID-19)**. The fund assists teammates in meeting basic needs when all other resources have been used.

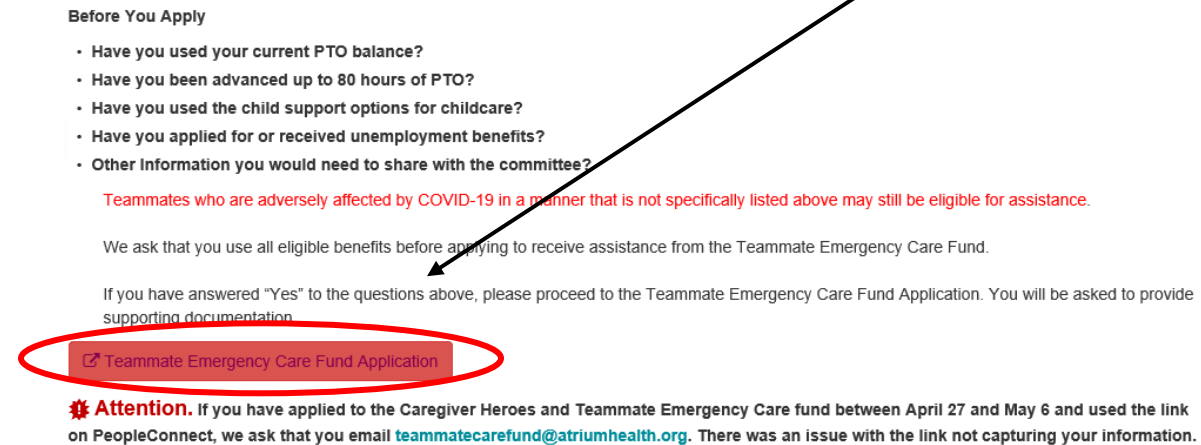
This fund has been set up to only address catastrophic events which may include:

- Fire

Looking for a way to support Atrium Health Caregiver Heroes?

Donate to the Atrium Health Emergency Care Fund, including Caregiver Heroes during COVID-19, to support teammate in crisis.

Scroll down the page until you see the red banner, “Teammate Emergency Care Fund Application”, and click on the banner



Before You Apply

- Have you used your current PTO balance?
- Have you been advanced up to 80 hours of PTO?
- Have you used the child support options for childcare?
- Have you applied for or received unemployment benefits?
- Other Information you would need to share with the committee?

Teammates who are adversely affected by COVID-19 in a manner that is not specifically listed above may still be eligible for assistance.

We ask that you use all eligible benefits before applying to receive assistance from the Teammate Emergency Care Fund.

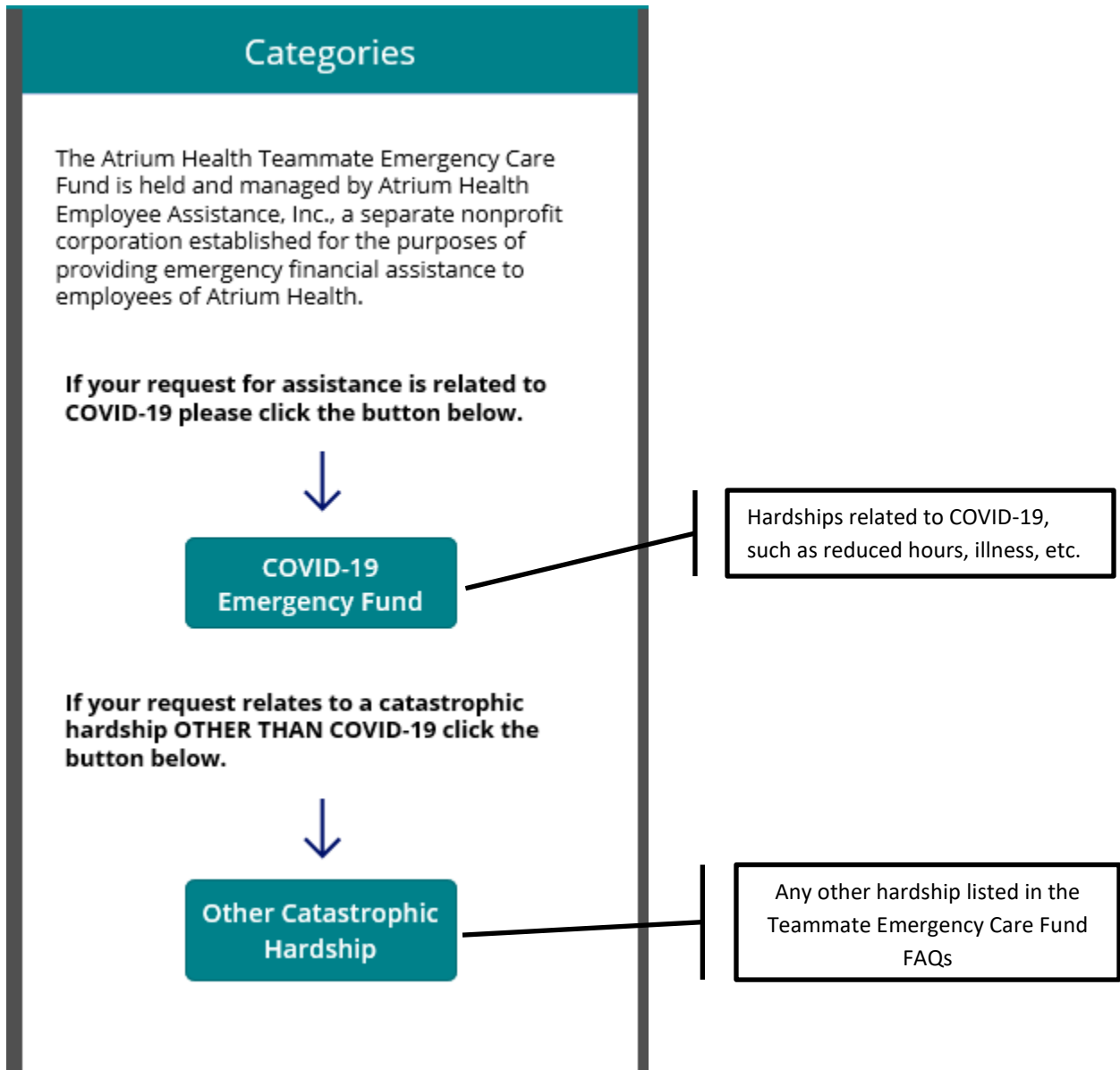
If you have answered “Yes” to the questions above, please proceed to the Teammate Emergency Care Fund Application. You will be asked to provide supporting documentation.

[Teammate Emergency Care Fund Application](#)

Attention. If you have applied to the Caregiver Heroes and Teammate Emergency Care fund between April 27 and May 6 and used the link on PeopleConnect, we ask that you email teammatecarefund@atriumhealth.org. There was an issue with the link not capturing your information.

This will open the form to begin the application process.

It is very important that all required documentation is attached in the application. Failure to provide the necessary supporting documentation in the application will delay the approval process.



COVID-19
Emergency Fund

If you choose COVID-19, the next page will look like the page below



[COVID-19]

- Teammates who are not able to come to work because their children's childcare center or children's school is closed due to the pandemic.
- Teammates who have had their hours reduced due to closures or other circumstance related to the pandemic.
- I have used my current PTO balance?
- I have been advanced up to 80 hours of PTO?
- I have explored the child support options for childcare?
- I have applied for or received unemployment benefits?

If you have answered NO to any of the above questions, we ask that you use all eligible benefits before applying to receive assistance from the Teammate Emergency Care Fund.

If you have answered YES to all of the questions above, and you have supporting documentation, click here

Please read ALL information carefully before you move forward with application completion

Other Catastrophic Hardship

If you choose Other Catastrophic Hardship, the next page will begin the application completion process



Emergency Care Fund Application

Category
Choose from dropdown menu

Date
5/15/2020

Teammate Name
Type in last name to search

Employee ID
Enter six digit employee ID number

Hire Date (must have 90 days of employment)
12/31/2001

Employment Status


Hourly Wage

Mailing Address

Please provide the following:

- o Documentation of catastrophic circumstances
- o Copies of current bank statement (ALL pages) from checking and savings account
- o Documentation which supports your need for emergency assistance (examples: estimates, bills or mortgage statements requiring payment)

There is nothing attached.

 Attach file


This is where it is VERY important that you attach all required documentation.

Failure to do so will result in a delay in processing your application

HOW TO ATTACH DOCUMENTS

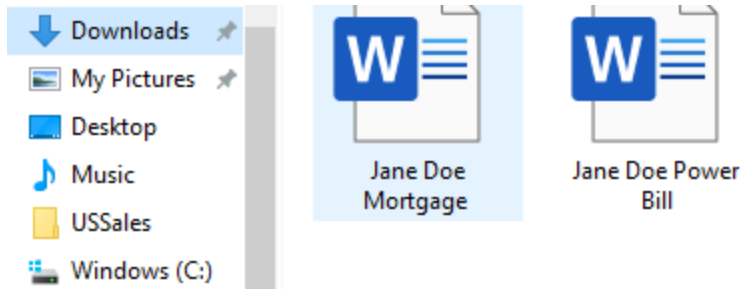
Click on [Attach file](#)

There is nothing attached.

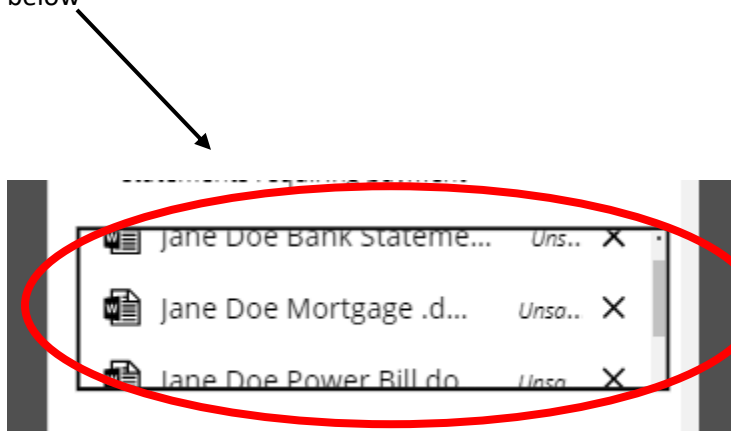
 **Attach file**

This will open your files and you can choose the required documentation files to attach.

Note: Files are attached one at a time so you must follow this process to attach each document.



You will know that documents have been attached because they will appear in the window as shown below



Once all documents have been attached, click the SUBMIT button

✕ Emergency Care Fund Application

- o Copies of current bank statement (ALL pages) from checking and savings account
- o Documentation which supports your need for emergency assistance (examples: estimates, bills or mortgage statements requiring payment)

Jane Doe BANK Stateme... Unso... ✕

Jane Doe Mortgage .d... Unso... ✕

Jane Doe Power Bill do... Unso... ✕

By entering my name below, I attest that the information I have provided is complete, accurate and true to the best of my knowledge.

I also understand that if I am approved, I authorize Payroll to provide information that will allow me to receive the funds the same way that I receive my regular paycheck. (ex. Direct deposit to my bank account).

Jane Doe

Submit

Your application will be reviewed within 10 days after submission, providing you have submitted all required documentation