



## **EASE -- Emergency Assistance for Seattle Employees FUNDING GUIDELINES**

**EASE Website:** [www.seattle.gov/ease](http://www.seattle.gov/ease)

### **What is the purpose of the EASE Fund?**

The EASE Fund is for use by City of Seattle “regular” employees with one major purpose: To provide employees with financial assistance to help them get through an emergency situation or crisis. The EASE Fund Committee will only consider emergency situations and award decisions will be made based on funding availability.

### **What is the definition of an emergency?**

A sudden, catastrophic and unexpected event, the occurrence of which was totally unforeseen by the employee (fire, accident, death in family, long term medical situation, etc).

### **What are allowable uses of the EASE Fund?**

Financial assistance may be applied to but are not limited to:

- Loss or need of shelter.
- Extraordinary medical costs that are excluded from regular insurance policies.
- Extraordinary living expenses, e.g., mortgage/rent, utilities, food and clothing needs due to a catastrophe, natural disaster, or severe hardship.
- Emergencies, which cause LOSS OF WORK after the employee has exhausted all normal pay methods such as vacation time, sick leave, bereavement pay, etc.
- Other severe hardship at the discretion of the EASE Fund Committee.

### **What is not funded by EASE?**

- No Stand-alone utility bills (refer to utility payment plan options)
- No legal fees or financial obligations resulting from legal proceedings
- No funeral expenses for non-City employees (due to costly nature)
- No vehicle/transportation costs (car payments, traffic tickets, tires, fuel, airfare)

### **What is the Sympathy Fund?**

- An employee is eligible for Sympathy fund money if they die during the course of their regular shift hours of work (to include lunch time coverage, but not travel to/from work).
- Distribution of Sympathy fund money shall be limited to a set amount of \$500/employee.
- A family member may apply on behalf of the late employee for these funds, providing they provide proof of relationship.

### **Who is eligible to apply?**

1. Permanent full-time regular employees and part-time regular employees.
2. Regular employees must be employed for at least 12-months before making requests for grants/funding.
3. The spouse, partner, child, and/or parents of the regular employee are the only immediate family members who are eligible for EASE assistance. Other family members are ineligible.
4. Temporary and/or retired City employees are ineligible.

### **Financial Assistance Limits**

- \$3000 maximum per lifetime per employee
- Financial assistance will be remitted directly to payment agency or to store card such as grocery cards for food. No payment is made directly to employees.
- Loans to employees are not available at any time.

### **APPLICATIONS**

- Completed applications will be reviewed within 2 weeks of receipt. Incomplete applications will delay a funding decision.
- Fund Committee meets as needed.
- Relevant and supporting documentation must be received for both documentation of the emergency as well as for direct remittance/payment.
- Applications can be delivered to EASE in 3 ways:
  1. Handed to a board member
  2. Mailed to 800 – 5th Avenue, #101-227, Seattle, WA 98104
  3. City Mail to CH-01-50