



## **RAPID RESPONSE FUND**

### **POLICY SUMMARY/INTENT:**

The purpose of this policy is to provide Adventist Health associates, physicians, volunteers and partner organization associates with financial assistance and support in times of extreme financial or personal crisis resulting from disasters affecting our market(s) or Associates.

### **POLICY: COMPLIANCE - KEY ELEMENTS**

The ONE Adventist Health Rapid Response Fund (the "Fund") has been established through contributions to support Adventist Health Associates (associates, physicians, volunteers and partner organization associates) who have been adversely impacted by a disaster and events related to said disaster ("Eligible Applicants"). The Fund will be directed by the ONE Adventist Health Rapid Response Fund Committee (the "Committee"), a multi-facility team committed to the development, oversight and equitable distribution of donations collected by the Fund for the benefit of Eligible Applicants. The Committee will be composed of a majority of members who are not in a position to exercise substantial influence over the affairs of Adventist Health or its affiliated entities. Disaster Status will be determined by Roseville Administration Executives. Requests for assistance will only be accepted from eligible applicants and will be referred to the Committee for consideration. Decisions regarding requests for assistance will be based solely on demonstrated need. This Fund will not have a direct bearing on any Associate Assistance Programs already in place at any Adventist Health facility.

### **PROCEDURE:**

Eligible Applicants requesting assistance must complete a request form that is available at [www.adventisthealth.org/giving](http://www.adventisthealth.org/giving)

Requests for assistance may also be submitted on behalf of an Adventist Health associate by the AH Management.

Requests for qualifying Disaster Status must be submitted to the Adventist Health Roseville Philanthropy department at [giving@ah.org](mailto:giving@ah.org) or (916) 406-0688 for consideration by Roseville Administration Executives. Disaster Status is defined by a destructive event which causes financial or personal hardship to a number of Adventist Health associates. Examples of events that may qualify Disaster Status include wildfires, earthquakes, floods, etc.

There is no automatic right for Eligible Applicants to receive funding. Requests for funding may be denied, approved in full, or approved in part. Decisions regarding funding will be based on need, associate and household monthly income, availability of insurance proceeds and other means-based information.

The Committee will maintain records to document that funding requests were approved after making appropriate needs assessments based on the applicants' financial resources and demonstrated need. The records should include (i) a complete description of the assistance provided, (ii) costs associated with providing the assistance, (iii) the purpose for which the aid was given, (iv) the objective criteria used by the Committee in reaching its decision, (v) how requests were selected for funding, (vi) the name, address and amount distributed to each recipient, (vii) any relationship between a recipient and officers, directors, or key associates of, or substantial contributors to, Adventist Health or its affiliated entities, and (viii) the composition of the Committee that reviewed and approved each request. A Committee member may not participate in the review of applications from family members of that Committee member, from applications submitted by them personally, or from associates subject to that Committee member's supervision.

After the Committee approves a funding request, the Committee chairperson will request a payment in the approved amount from the Adventist Health Accounting department and send to the associate via direct deposit or via check by way of sending to a provided mailing address or by way of sending a check to the appropriate Human Performance department to deliver to the eligible applicant on behalf of the Fund.

#### FUNDING:

Donations to the Fund will be collected and maintained by the Adventist Health Roseville Philanthropy department.

Donations to the Fund are 100% tax deductible.

Disbursements from the Fund will not exceed the amount of donations that have been collected.

Eligible Applicants may re-apply no sooner than one month after a previous request was funded, but the prior support will be part of the Committee's review process.

Partner Organization Associates is defined as associates of an organization that has a contractual relationship with Adventist Health or one of its affiliated entities who through that contract, routinely provide services in one of Adventist Health's facilities.