



# Southern California Employee Association Friends Helping Friends Assistance Application

Fax the SCEA Friends Helping Friends Application to the SCEA office at (623) 432-3104.  
Make sure to include all supporting documentation in the submission.  
This information is kept confidential and is only reviewed by the internal committee.  
For questions please email Christina.Macdonald@albertsons.com

_____	_____	_____
Name of SCEA Member (Requesting Family Member)	Work Location	Employee ID #
_____	_____	_____
Contact Phone Number	Contact Email Address	
_____	_____	_____
Home Street Address	City, State	Zip Code

Have you received assistance before? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, when? \_\_\_\_\_  
\_\_\_\_\_Death/Funeral Expenses \_\_\_\_\_Serious Illness/Emergency Medical \_\_\_\_\_Property Damage/Loss

### **Details of Crisis**

Please give details of the crisis. Attach documentation showing personal responsibility of incurred expenses. Your request is subject to qualifying guidelines. To receive the guidelines, you can call the SCEA at (714) 300-6721 or visit [www.OnlineSCEA.com](http://www.OnlineSCEA.com)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount requested \_\_\_\_\_

### **Statement of Hardship**

Please explain how this event creates an immediate and heavy financial hardship.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that this event has caused an immediate and heavy financial hardship that if requested could be supported by further documentation.

_____	_____
Member's Signature (Required)	Date
_____	_____
Immediate Family Member/Domestic Partner's Signature (if applicable) – Relation to Member	Date



# Southern California Employee Association

## *Friends Helping Friends Assistance Application*

The Southern California Employee Association is proud to help its members in time of need. Through *Friends Helping Friends*, the members of the SCEA are able to provide support and financial assistance to fellow members in times of personal crisis and hardship.

### **Eligibility**

To qualify for financial assistance from the SCEA Assistance Fund, an employee of Albertsons Companies must meet the following criteria:

1. A current dues paying member of the SCEA for 90 consecutive days. Members can apply for assistance immediately providing the incident takes place after enrollment in the Association; however, the Member will not be eligible to receive financial assistance until 90 consecutive days of dues have been paid
2. Currently employed by Albertsons Companies and in good standing with the company (not currently on disciplinary suspension or administrative leave), and current on SCEA financial obligations
3. Not have received assistance from the SCEA within the last 24 months.
  - Retirees are not eligible for assistance. Employees on suspension or administrative LOA are not eligible for assistance.
  - Members on approved LOA are eligible to receive grants for incidents occurring while on leave provided he/she is a member in good standing for at least 90 days prior to the leave and SCEA membership is resumed upon return.
  - Immediate family (parents, children, spouse, and domestic partner\*) may make a request on behalf of the Member if he/she is deceased, or if medical conditions or active military service prevent the Member from submitting the application him or herself. If approved, the family member shall receive tax free assistance under the SCEA Member's tax exemption.
  - \*Spouse and Domestic Partner status are recognized consistent with state mandate and Safeway spouse and domestic partner definitions.

### **Assistance Categories**

SCEA grants charitable assistance to its members if they have experienced an unexpected personal crisis which places an immediate and heavy financial hardship on the Member and his/her family. Crises falling into the following categories will be considered:

1. **Death/Funeral Expenses** – If the Member has lost an immediate family member (parent, child, spouse, domestic partner\*) and is financially responsible for any costs associated with the funeral, cremation, burial and/or travel to the funeral.
2. **Serious Illness or Emergency Medical Bills** – Grants are available if the Member, or immediate family member, has medical bills for procedures considered medically necessary (not elective) and are not covered by insurance.
3. **Personal Property Damage/Loss** – Grants are available if the Member's primary residence, primary mode of transportation, and/or essential personal belongings are lost, damaged or destroyed due to the lawful actions not the willful intent or fault of the Member such as earthquake, fire, flood, accident, burglary or vandalism.

### **Supporting Documentation**

Applications must be accompanied by documentation supporting the details of the incident, proof of relationship, and the financial costs incurred by the Member. Examples of documentation include, but are not limited to, death certificates, birth certificates, medical documents, medical bills, insurance documents, police reports, and/or receipts.

### **Statement of Hardship**

Each applicant is required to explain how the crisis creates an immediate and heavy financial hardship. Additionally, the applicant is required to attest to the hardship and provide additional documentation if requested.

### **Assistance Grants**

Grant amounts are subject to the availability of funds in the division's Employee Assistance Fund account. The maximum payout of assistance is \$1,000 or \$1500 depending on category and \$5,000 lifetime. The SCEA Employee Assistance Fund Committee reserves the right to review maximum grant awards in the cases of catastrophic events.

- Death/Funeral - Up to \$1,500 maximum
- Serious Illness/Medical - Up to \$1,500 maximum
- Property Damage/Loss (at no fault of the Member) - Up to \$1,000 maximum

### **Disclaimer**

The SCEA's Assistance Fund is not sponsored by Albertsons Companies or any of its subsidiaries or affiliates. The SCEA reserves the right to modify, change or amend the Friends Helping Friends Guidelines at any time for any reason with or without notice to the SCEA members. Issues not otherwise addressed by these Guidelines may also be set forth in the SCEA Bylaws.