



FLAGGER FORCE FOUNDATION

Employee Hardship Grant Program—Terms & Conditions

The Flagger Force Foundation Employee Hardship Grant Program as created to assist employees, their spouses or eligible dependents who are facing financial hardship, legal concerns, or non-financial support needs because of a qualified incident.

Employee Eligibility: Subject to income limitations described below, a qualified employee is one who:

- Is actively employed by Traffic Control Services, LLC or TCS Management, Inc for a minimum of 6 months at the time of application
- Has maintained a clean status (no disciplinary infractions) for a minimum of 60 days prior to the date of application
- In the case of death of the employee, the employee's spouse or eligible dependents may qualify for grant funding

Qualified Incidents: Qualified incidents are unexpected circumstances that arise outside of the employee's control which causes an economic, legal or non-financial hardship for the employee's family. A qualified incident is typically a one-time event that occurs unexpectedly and either causes the applicant to spend his/her rent and/or utility money on unexpected bills, causes an unexpected legal concern, or causes an unexpected non-financial need. The reported cause must have occurred within 90 days of the application date. Circumstances that may qualify for a grant fall into these categories:

- Personal tragedy
- Death
- Medical emergency
- Natural disaster
- Catastrophic/extreme circumstances

Qualified incidents **do not** include legal fees, loss of income due to cut back in hours, credit card bills, home foreclosure, accumulated financial distress or incidents that occurred longer than 90 days prior to the application date. Committee will consider insurance as part of decision.

Applications: Applications to the Flagger Force Foundation Employee Hardship Grant Program will be reviewed by the Flagger Force Foundation Employee Hardship Grant Program Committee and will be treated in a confidential manner. Applications will not be considered until they are complete. Applications must be submitted within 90 days of the qualifying incident. Employees are encouraged to keep a complete copy of the application for their personal records.

*****Once an approval has been determined, the applicant will have 30 days to provide any necessary documentation to support the decision. Failure to produce the required documentation in this time period will close the application and a new application will need to be submitted.***

In the case of a denied application, the employee is eligible to submit a new application as determined by the Flagger Force Foundation Employee Hardship Grant Committee.

Financial Assistance: Grants from the Flagger Force Foundation Employee Hardship Grant Program are intended as a benefit for qualified employees, their spouses or their eligible dependents who are most vulnerable to financial distress caused by a qualified incident. The maximum available grant for each incident is up to \$3,000. Any request above the maximum amount must be reviewed by the Board for final approval. Some grants may be in the form of goods or services (i.e.: groceries, legal counsel, psychological service, household planning assistance, etc.) instead of financial aid. Grants may be awarded to help pay for limited types of expenses or bills directly related to the qualified incident, including, but not limited to: medical expenses not eligible for reimbursement by insurance, housing (rent, mortgage, security deposit), utilities (water, gas, electric), food, or other essential necessities. Invoices and receipts are required to receive reimbursement through grant funds.

Grants **will not** be awarded for expenses including, but not limited to: legal fees, insured property losses, credit card bills, car payments, cable television, telephone bills, internet service providers, non-essential appliances, and electronics. If the application is approved, the Flagger Force Foundation Employee Hardship Grant Program will issue the grant in the form of check(s) payable to the vendor(s) to whom the employee owes payment(s) or will reimburse employee directly if paid invoice is provided as documentation. You should consult your own legal counsel about whether a grant from the Employee Hardship Grant Program is taxable to you.

Send these Terms and Conditions, the completed application, with requested documentation to:

Flagger Force Foundation Employee Hardship Grant Program
8170 Adams Drive, Hummelstown, PA 17036

Email: HardshipGrantProgram@FlaggerForce.com
Fax: 717.220.1747 | ATTN: Employee Hardship Grant Program

_____ I have read, understand, and agree to the terms and conditions described above.
(Initials)