



FREQUENTLY ASKED QUESTIONS

Central States Shine Employee Relief Fund

What is the Central States Shine Employee Relief Fund? The Central States Shine Employee Relief Fund is designed to provide short-term assistance to employees experiencing severe financial need due to unexpected and unavoidable emergencies. The Central States Shine Employee Relief Fund is administered by the Tulsa Community Foundation, an organization specializing in assisting corporations in creating emergency assistance and disaster relief funds for employees. Applications are confidential and identifying details are never shared with Central States.

Who can apply to the Central States Shine Employee Relief Fund? Employees of Central States are eligible to apply for assistance. Contractors, and others not employed by Central States cannot apply. In the case of death of the employee, eligible dependents may apply.

What types of qualifying events are included?

Emergency or Disaster Type	Description	Available grant amount
Home Catastrophe / Natural Disaster	Assistance after a natural or localized disaster has destroyed the employee's personal residence, rendered it unlivable or it is otherwise in need of costly repairs, in excess of insurance, after the disaster (hurricane, fire, flood, tornado, mudslide, etc.).	Up to \$6,000
Funeral or Emergency Travel for Immediate Family	Assistance for those who have incurred the loss of an immediate family member (spouse, employee's or spouse's children, employee's or spouse's parents, or other legal dependent), if the employee is financially responsible for funeral arrangements and no other resources exist. For employees who must travel to visit or care for a terminally ill immediate family member or escort a critically ill immediate family member to an out-of-state medical facility.	Up to \$6,000
Medical Emergency	For employees who have encountered financial hardships due to medical emergencies in the household (injury, hospitalization, loss of income during medical emergency, etc.).	Up to \$6,000
Personal Emergency	For employees who have encountered financial hardships for unexpected, unavoidable reasons beyond their control (spouse's layoff, unexpected loss of income, non-routine vehicle or home repair that restricts ability of applicant to care for self and household, etc.).	Up to \$3,000 (Limit of 3 grants per lifetime)

How is the grant awarded to employees? In general, grants are paid directly to vendors (e.g., utility companies, home repair companies, etc.) on behalf of employees. Since TCF sends payments directly to vendors, employees are strongly encouraged to contact TCF prior to paying an invoice. If an employee must pay the expense immediately (e.g. hotel), they are encouraged to use a credit card and submit the receipt to TCF for reimbursement. The reimbursement will then be sent directly to the team member's credit card provider.

What information will employees need to provide? Employees seeking assistance will work with a program manager at TCF to qualify their need. They will be asked to provide documentation demonstrating an unexpected expense such as copies of the bills for which they are requesting payment. Employees will not be asked to provide bank account statements or savings statements.

How can I apply for the Central States Shine Employee Relief Fund? Click [here](https://tulsacf.org/shineemployeeerelieffund/) (or go to <https://tulsacf.org/shineemployeeerelieffund/>) to begin your application.

Is my application information confidential? Yes. All applications are confidential and no identifying details submitted to TCF are shared with Central States. Central States will not be provided with names of employees who have received a disaster relief grant.

Are disaster relief grants considered taxable benefits? TCF disaster relief grants are not considered taxable income in the United States and Puerto Rico.

How is the program funded? Employees who want to assist their fellow employees in need can donate to the fund by clicking on this [link](#). All donations are tax deductible.