Dear Managers,

 On {**Enter Date} {Disaster Name},** a Category **{Enter #}** hurricane **(is scheduled to make) or (has made)** landfall impacting **{Enter States}.** Storms of this intensity bring high winds, tidal surges, catastrophic flooding and power outages. It’s also common that inland communities are also threatened as the storm moves away from the coast.

Plan admin note: Disaster details can be found on www.fema.gov.

**{Enter Company Name}** has **{Enter # of Employees}** employees in the storm’s path. Our teams have been working together to prepare for the impact and coordinate safety and relief efforts. In the event that we have employees impacted by this storm, we wanted to share some important details regarding the **{Enter Fund Name}** and how we can help our employees and their families.

**How we are helping:**

We have partnered with Emergency Assistance Foundation (EAF) to set up and administer an Immediate Response Program (IRP) created to provide immediate cash to those impacted by a large-scale disaster. Eligible employees that are impacted by the storm and are in need of **critical survival needs** such as **shelter, food, and clothing** can apply to receive emergency funds up to **{Enter Grant Amount}** within a 24-hour period. This fund is only for those who have a **true emergency situation** and not intended for other basic needs, home repairs, or housing. This fund will be in place for the next **{Enter # of Days}.**

***Disaster Shelter Info: For families that have been displaced, disaster shelter locations can be found on the Red Cross Website:*** [***https://www.redcross.org/get-help/disaster-relief-and-recovery-services/find-an-open-shelter.html***](https://www.redcross.org/get-help/disaster-relief-and-recovery-services/find-an-open-shelter.html)

**How employees can apply for the IRP:**

EAF has established a streamlined process that include extra measures to protect fund allocations but also ensure eligible employees receive the help they need as quickly as possible.

**Step 1**: Impacted employees should contact their local Manager to validate the request for assistance meets the requirements **for critical survival needs** as defined above. Once eligibility has been determined, please proceed to **Step 2**.

***Note:*** *If the employee’s needs do not meet the requirements of the IRP, please refer them to {Enter Fund Name and Program Link} to review eligibility requirements and application process.*

**Step 2**: Eligible employees should **contact {Enter program administrator name and phone number}** to obtain application instructions and a unique password that will be required in order to apply. Applications can be submitted using a computer or smart phone.

**Step 3:** After the application is completed and validated by the program administrator, the employee will receive an approval email within 24 hours and immediate access to the funds by one the following methods:

* EAF will email the employee an Electronic Check that can be deposited directly into their account using their mobile banking app from their smartphone.
* If depositing electronically is not an option, the electronic check can also be printed on any type of paper and cashed at the nearest check cashing facility which will be provided to them based on their location.

 \*In the event the storm causes cellular connection issues, we have a contingency plan in place to assist employees with a paper application and schedule an ACH deposit into their bank account. This method is not preferred as it does cause a delay in the funds being received but can be used as a last resort.

**How employees can Apply for the {Enter Fund Name}**

Employees who are impacted by this storm can also apply for financial assistance up to **{Insert Grant Maximum Amount}** subject to the qualifications and eligibility requirements under the plan. Any funds distributed to the employee under the IRP, will be applied toward the plan maximum.  To review program requirements, please click the following link: **{Insert Hyperlink to Fund Information}**

We would like to thank each of you for your help and support to our employees and their families and we will keep you posted on any new updates.