



Friends in Need (FIN) Fund Application Guidelines

The Atrium Medical Center Foundation **Friends in Need (FIN) Fund** is designed to provide financial assistance to Atrium Medical Center employees and those employed by Atrium-affiliated offices who are facing a catastrophic event or unforeseen expense. Please review the following guidelines to understand the application process and eligibility requirements:

Eligibility Criteria

1. Employment Requirements:

- Applicants must be employees of Atrium Medical Center or its eligible affiliates.
- Employees must have been with the organization for at least six months.

2. Qualifying Events:

- Assistance is intended for unexpected and extreme catastrophic situations.
- Routine financial difficulties, such as getting behind on bills, do not qualify.
- Examples of qualifying events may include natural disasters, medical emergencies, or death in the family.

3. Family Consideration:

- Assistance may be requested for situations involving the employee or their immediate family members (spouse or dependent child).

4. Frequency of Assistance:

- Employees are eligible for FIN Fund assistance only once within a 12-month period and must not have received assistance during the past year.

There is no guarantee that funds will be available from the FIN Fund. The number of requests funded is dependent on the number of contributions designated annually to the Foundations and its Premier Health Employee Giving Campaign. The request is also dependent upon the applicant meeting the grant funding criteria as defined by the fund. If the applicant is approved by the FIN Fund Committee, approved funds will be issued directly to creditors to cover the specific qualifying expense.

All requests will remain anonymous.

Catastrophic relief should be considered a **last resort**, as there are other programs available that may better address your specific needs. Depending on your situation, you may want to explore resources through Human Resources, Employee Care, Pastoral Care and Counseling, or the Medical/Social Services Department, as these departments might be better equipped to provide the assistance you require.