

INDIANA STATE TRANSPORTATION WORKERS FOUNDATION, INC.

HARDSHIP PROGRAM POLICY

Adopted June 19, 2020

The purpose of the Indiana State Transportation Workers Foundation, Inc. (ISTWF) Hardship Program is to provide immediate, short-term monetary assistance to Indiana Department of Transportation (INDOT) employees or their immediate family members in the event that they are experiencing a Hardship due to the result of a natural disaster, serious injury, illness, or death (each a “Qualifying Event”).

The objective of the monetary assistance provided by the ISTWF is to help INDOT employees and their immediate family members continue to have access to the basic essentials of daily life immediately following one or more Qualifying Events. All benefits, except loss of an employee’s life in the line of duty, must be applied for using the ISTWF Hardship Program Application process, as outlined below. All applications and monetary distributions will be reviewed and subsequently approved or denied by the Hardship Committee of the ISTWF.

Qualifying Events

The following scenarios describe Qualifying Events for assistance under the Hardship Program; provided that the applicant is able to demonstrate the applicable Hardship:

Death of an INDOT employee in the line of duty – \$5,000 will be distributed to the spouse or other immediate family member at the earliest possible date following notification from INDOT to the ISTWF of the death. **This benefit is automatic and does not need to be applied for.**

Death of an INDOT employee, other than in the line of duty – \$3,000 will be distributed to the spouse or other immediate family member at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

Death of an INDOT employee’s spouse – \$3,000 will be distributed to the employee at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

Death of an INDOT employee’s legal dependent – \$1,000 will be distributed to the employee at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

INDOT employee’s displacement from home when home is completely destroyed by fire or natural disaster – \$2,500 will be distributed to the employee at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee. Natural disaster is defined as any event or force of nature that has catastrophic consequences, such as earthquake, flood, lightning, tornado, forest fire, etc.

INDOT employee’s temporary displacement from home due to fire or natural disaster – \$1,000 will be distributed to the employee at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee. Natural disaster is defined as any event or force of nature that has catastrophic consequences, such as earthquake, flood, lightning, tornado, forest fire, etc.

INDOT employee's serious injury or serious illness – Includes any serious injury or serious illness that necessitates some hospitalization and the employee is off work for at least ten (10) consecutive days with the exception of elective surgery. The employee will receive \$1,000 at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

Serious illness of an INDOT employee's spouse – Includes any serious injury or serious illness that necessitates some hospitalization and the spouse is off work for at least ten (10) consecutive days with the exception of elective surgery. The employee will receive \$500 at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

Serious illness of an INDOT employee's legal dependent – Includes any serious injury or serious illness that necessitates some hospitalization and the INDOT employee and/or spouse is off work cumulatively for at least ten (10) consecutive days with the exception of elective surgery. The employee will receive \$500 at the earliest possible date following the receipt of an application by the ISTWF and subsequent approval by the Hardship Committee.

Application and Review Process

1. Upon occurrence of a qualifying event, applicant should fill out a Hardship Program Application and submit it and the required supporting documentation via regular mail to:

**ISTWF
Attn: Hardship Committee
9025 River Road, Suite 200
Indianapolis, IN 46240**

- a. Applications and supporting documentation may also be submitted via e-mail to: **ISTWFfoundation@gmail.com**
 - b. However, any required documentation that is to be certified (i.e. death certificate, marriage certificate, etc.) MUST be submitted via regular mail to the address listed above.
 - c. Please note that all applications and supporting documentation become the property of the ISTWF Hardship Committee upon their receipt. It is recommended that you keep a copy of everything for your files.
2. Within 15 days of receipt of the application and supporting documentation, the ISTWF Hardship Committee will review and make their decision.
 3. Applicants will be notified by phone or e-mail of the Hardship Committee's decision.
 4. Approved applicants will receive a check via certified mail after receiving notification of the approval.
 5. The ISTWF Hardship Committee is solely responsible for determining eligibility for any Hardship Program benefit(s) and all decisions of the ISTWF Hardship Committee are final.

Prohibited Use of Funds

Contributions made to the Foundation shall not be earmarked for a particular applicant. Moreover, the Foundation shall not be used to fulfill a legal obligation of the Indiana Department of Transportation (“INDOT”), such as a program that is part of a written INDOT employment plan that provides life, sick, accident, supplemental unemployment compensation or similar benefits.

Recordkeeping

The Foundation shall maintain adequate records to demonstrate the charitable nature of the Foundation and that program recipients were experiencing Hardships. Records should include:

1. Name and address of the recipient;
2. A complete description of the assistance provided to the recipient;
3. The objective criteria used to determine the amount of assistance provided to the recipient;
4. The relationship, if any, between the recipient and (a) the employees, officers or directors of the Foundation; (b) a grantor or substantial contributor to the Foundation or a member of the grantor or substantial contributor’s family; and (c) a corporation controlled by a grantor or substantial contributor to the Foundation (collectively, the “Disqualified Persons”); and
5. The way in which the conflict with the Disqualified Person was managed.

Distributions

The Foundation reserves the right to request receipts and other records demonstrating the ultimate use of the funds.

Nondiscrimination Policy

Decisions will be made in an objective and nondiscriminatory manner. The Foundation does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations or marital status.