How to Complete the Teammate Emergency Care Fund Job Aid

SECTION I: How to Access Teammate Emergency Care Fund Application

Please do not complete the application until you have all required documents ready to attach.

Go to PeopleConnect

Click on Teammate Site

Click on Search icon
In Search bar, type in “Teammate Emergency Care Fund” and click enter.

You will be directed to this page where you will click on “Teammate Emergency Care Fund”
This will open the Caregiver Heroes and Teammate Emergency Care Fund page

Scroll down the page until you see the red banner, “Teammate Emergency Care Fund Application”, and click on the banner

Before You Apply
- Have you used your current PTO balance?
- Have you been advanced up to 80 hours of PTO?
- Have you used the child support options for childcare?
- Have you applied for or received unemployment benefits?
- Other Information you would need to share with the committee?

Teammates who are adversely affected by COVID-19 in a manner that is not specifically listed above may still be eligible for assistance.

We ask that you use all eligible benefits before applying to receive assistance from the Teammate Emergency Care Fund.

If you have answered “Yes” to the questions above, please proceed to the Teammate Emergency Care Fund Application. You will be asked to provide supporting documentation.

⚠️ Attention. If you have applied to the Caregiver Heroes and Teammate Emergency Care fund between April 27 and May 6 and used the link on PeopleConnect, we ask that you email teammatecarefund@atriumhealth.org. There was an issue with the link not capturing your information.
This will open the form to begin the application process.

It is very important that all required documentation is attached in the application. Failure to provide the necessary supporting documentation in the application will delay the approval process.

Categories

The Atrium Health Teammate Emergency Care Fund is held and managed by Atrium Health Employee Assistance, Inc., a separate nonprofit corporation established for the purposes of providing emergency financial assistance to employees of Atrium Health.

If your request for assistance is related to COVID-19 please click the button below.

COVID-19 Emergency Fund

Hardships related to COVID-19, such as reduced hours, illness, etc.

If your request relates to a catastrophic hardship OTHER THAN COVID-19 click the button below.

Other Catastrophic Hardship

Any other hardship listed in the Teammate Emergency Care Fund FAQs
If you choose COVID-19, the next page will look like the page below.

Please read ALL information carefully before you move forward with application completion.

If you have answered NO to any of the above questions, we ask that you use all eligible benefits before applying to receive assistance from the Teammate Emergency Care Fund.

If you have answered YES to all of the questions above, and you have supporting documentation, click here.
If you choose Other Catastrophic Hardship, the next page will begin the application completion process.
Please provide the following:

- Documentation of catastrophic circumstances
- Copies of current bank statement (ALL pages) from checking and savings account
- Documentation which supports your need for emergency assistance (examples: estimates, bills or mortgage statements requiring payment

This is where it is VERY important that you attach all required documentation.

Failure to do so will result in a delay in processing your application.

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**HOW TO ATTACH DOCUMENTS**

Click on **Attach file**

There is nothing attached.

Attach file

This will open your files and you can choose the required documentation files to attach.

Note: Files are attached one at a time so you must follow this process to attach each document.
You will know that documents have been attached because they will appear in the window as shown below.

Once all documents have been attached, click the SUBMIT button.
Your application will be reviewed within 10 days after submission, providing you have submitted all required documentation.