

**Policy regarding the operation of ACR SAFE**  
**(Staff Agenda Fund for Emergencies)**

ACR has set up the ACR SAFE (Staff Agenda Fund for Emergencies) as a way for ACR employees to lend a helping hand to co-workers who find themselves in financial crisis due to unforeseen events such as illness, flooding, fire, etc.. Helping a co-worker in need fits with ACR's core values, it is rewarding for both the giver and the recipient, and ultimately it has a positive impact on the tone and morale in our homes. ACR employees will have the option to contribute to the ACR SAFE through regular payroll deductions or one-time contributions. Donations will be strictly voluntary. Any ACR employee in financial crisis will be able to apply to the fund for financial assistance. An employee committee will have authority for responding to applications for assistance.

The ACR SAFE will operate according to the following criteria:

**Donors and Donations**

1. Donors must be ACR employees at the time of donation to the fund.
2. Donations to the SAFE are strictly voluntary; ACR will not initiate donations on behalf of a recipient.
3. Employee donations may be made by auto-withholding from biweekly paychecks. Employees may also choose to make one-time or periodic cash donations by payroll withholding or in donation drop boxes located in the office. Once made, donations cannot be reversed.
4. Donations will be made post tax and will not be tax deductible.

**Recipients**

1. Any ACR employee may make a written application for assistance from the fund using the SAFE Application for Assistance.
2. Recipients must be ACR employees at the time of application and receipt of award.
3. The Employee SAFE committee will not know the names of those who submit applications for assistance; their decisions will be based on need.
4. Gifts awarded to recipients will be determined at the sole discretion of the SAFE employee committee; ACR management will not direct gifting decisions. The size of awards may be limited by funds available.
5. An award will be considered a gift to the recipient, and will not be taxable to the recipient.

**ACR SAFE Employee Committee**

1. ACR SAFE funds will be managed by a representative group of ACR employees from various departments including Program, Finance, HR, Nursing and Maintenance. All participants in the SAFE Employee Committee must be approved by their department heads. ACR management will not be part of this decision-making group.
2. The SAFE chairperson will strive to convene the meeting within one business day (or two if necessary) of receipt of an application for assistance. The SAFE Committee will strive to communicate decisions regarding awards within 3-4 days of receipt of application.
3. The SAFE Committee will have sole discretion regarding amounts and recipients of awards.

4. At least five SAFE Committee members must be present to constitute a quorum.
5. In all decisions regarding requests for assistance, the committee will not discriminate based on race, color, religion, creed, age, gender, national origin, disability, marital status, sexual orientation, status with regard to public assistance or any other status protected by law.
6. SAFE funds will be kept in a separate checking account; any interest accrued will remain in the account. An accounting of receipts and disbursements from the account will be made available to the fund government group on a monthly basis. The account may not carry a negative balance. All funds donated to the account will be disbursed; none will be retained by ACR Homes, Inc.
7. The Application Coordinator will receive and review applications from prospective recipients and will black out identifying information and any information that would indicate whether or not the prospective recipient is or is not a member of a protected class before presenting it to the SAFE governing committee for decision.
8. The SAFE chair person will direct the checking account manager regarding check preparation and will oversee the presentation of gift awards.

## Employee Donation to the ACR SAFE (Staff Agenda Fund for Emergencies)

*ACR has set up the ACR SAFE (Staff Agenda Fund for Emergencies) as a way for ACR employees to lend a helping hand to co-workers who find themselves in financial crisis due to unforeseen events such as illness, flooding, fire etc.. Helping a co-worker in need fits with ACR's core values, it is rewarding for both the giver and the recipient, and ultimately it has a positive impact on the tone and morale in our homes. ACR employees have the option to contribute to the ACR SAFE through regular payroll deductions or one-time contributions. Donations are strictly voluntary. Gifts awarded to recipients will be determined at the sole discretion of the SAFE employee committee; ACR management will not direct gifting decisions.*

I (print name) \_\_\_\_\_,

would like to donate (check what you would like to do):

- \$\_\_\_\_\_ from my paycheck each pay period until I give written notice to stop.  
(minimum .25 cents)
- \$\_\_\_\_\_ one time gift to be withheld from my paycheck (minimum \$10).

I hereby authorize the ACR Payroll Manager to remove this amount from my check post tax. I understand that it is money on which I have paid taxes and that my donations will not be tax deductible. I intend that it be a gift to recipients of ACR SAFE awards. I understand that once made, donations cannot be reversed.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*date*

Yes  No I would like to be on the ACR SAFE employee committee to review applications for assistance.

*This form to be turned into Kristin Pitchford's box, who will submit the donation information to finance and forward names of those who indicate interest in being on the SAFE committee.*

**ACR SAFE (Staff Agenda Fund for Emergencies)  
APPLICATION FOR ASSISTANCE**

*ACR has set up the ACR SAFE (Staff Agenda Fund for Emergencies) as a way for ACR employees to lend a helping hand to co-workers in financial crisis due to unforeseen events such as illness, flooding, fire, etc.. Helping co-workers in need fits with ACR's core values, it is rewarding for both the giver and the recipient, and ultimately it has a positive impact on the tone and morale in our homes.*

*Any ACR employee may make a written application for assistance from the fund. Recipients must be ACR employees at the time of application and receipt of award. Gifts awarded to recipients will be determined at the sole discretion of the SAFE employee committee; ACR management will not direct gifting decisions. Identifying information will be edited by the application coordinator prior to review by the SAFE committee. The size of awards may be limited by funds available. An award will be considered a gift and will not be taxable to the recipient.*

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Address: \_\_\_\_\_

Best way to reach you: (phone/email) \_\_\_\_\_

Work Location: \_\_\_\_\_ Date of hire: \_\_\_\_\_

What is your emergency?

What things have you already tried to help your situation (i.e. Insurance, cashing out PTO, etc.)?

How much money do you think you need?

Do you need any other assistance (i.e. diapers, furniture, food, toiletries, vehicle...)?

Employees who donate to the SAFE would love to hear about the impact they are making. May we publish your story in an ACR publication?  YES  NO

May we use your name in the story or do you wish to remain anonymous?

I give permission to use my name. OR  I wish to remain anonymous.

Application date/number (assigned by SAFE Coordinator): \_\_\_\_\_

*Turn this form into the mailbox of SAFE Coordinator Kristin Pitchford or fax to 651-484-5863 Attn. Kristin Pitchford or email it to [kpitchford@acrhomes.com](mailto:kpitchford@acrhomes.com). She will forward it to the SAFE employee committee for review and decision.*